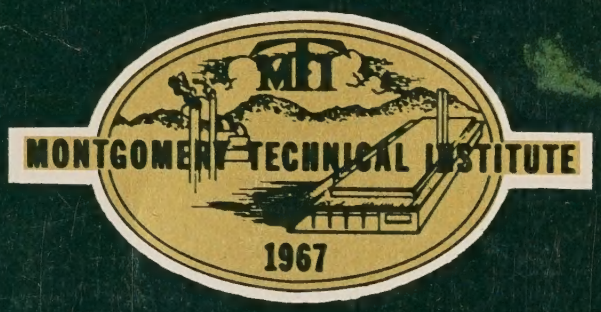
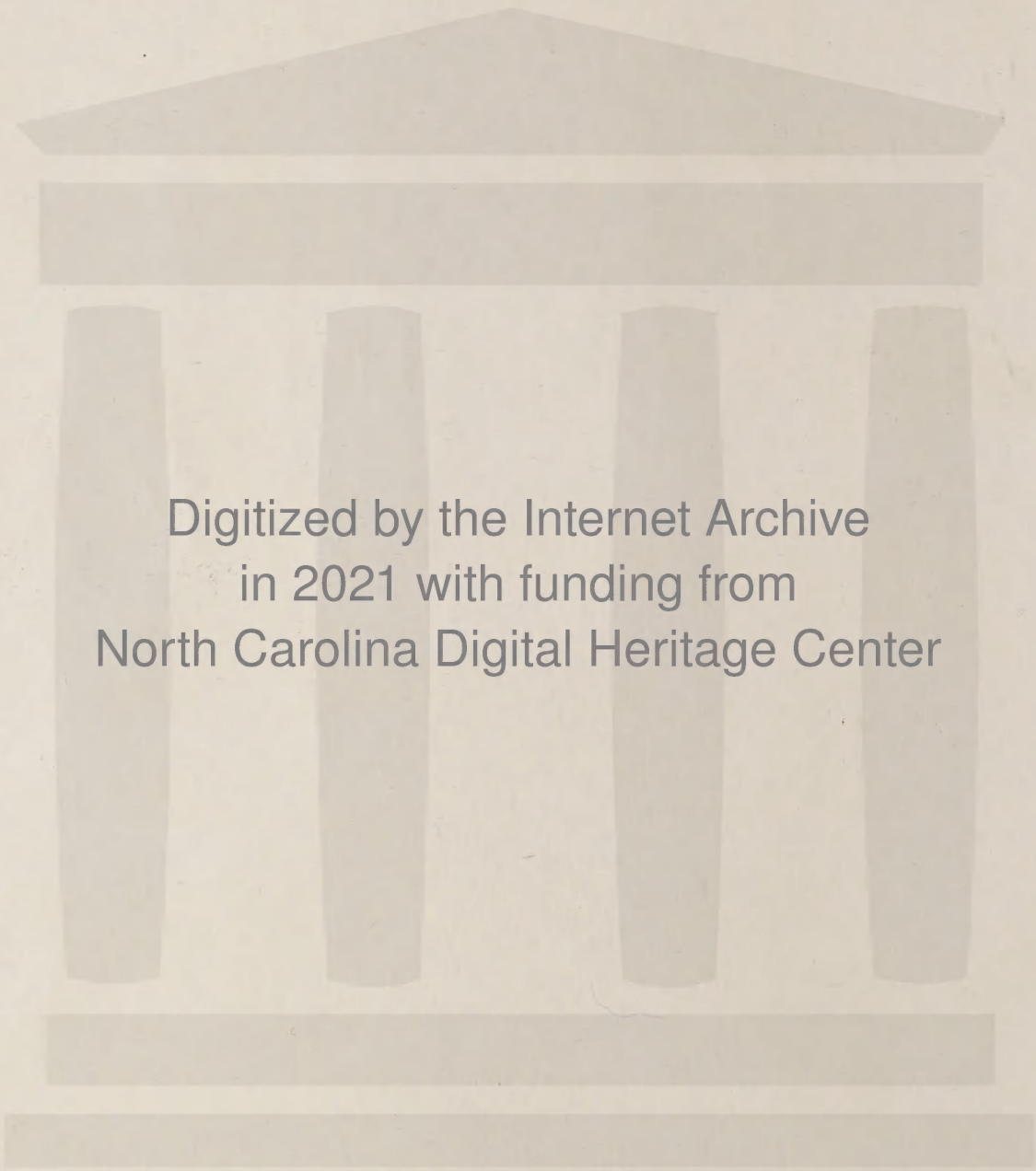


Montgomery Technical Institute

Troy, North Carolina

1973 - 1975



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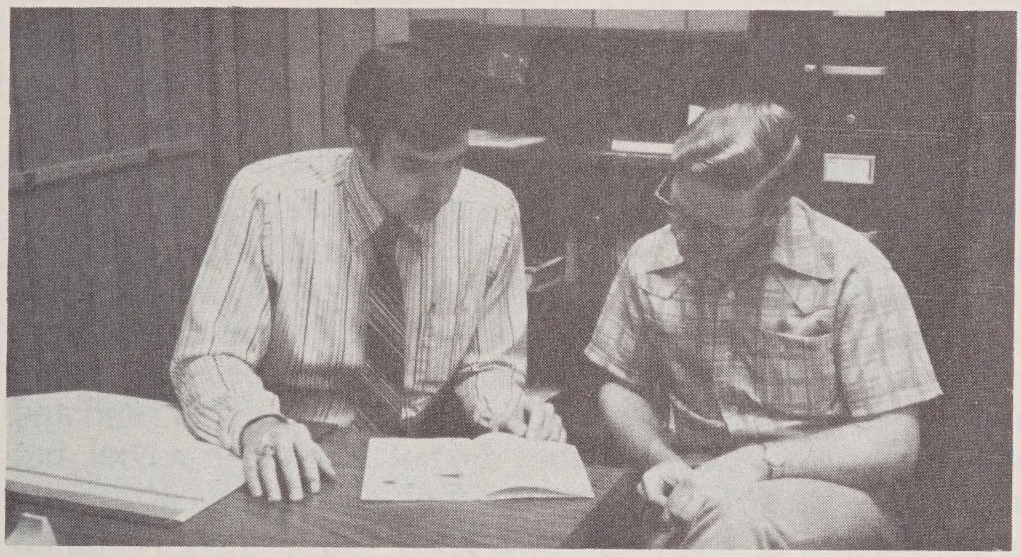
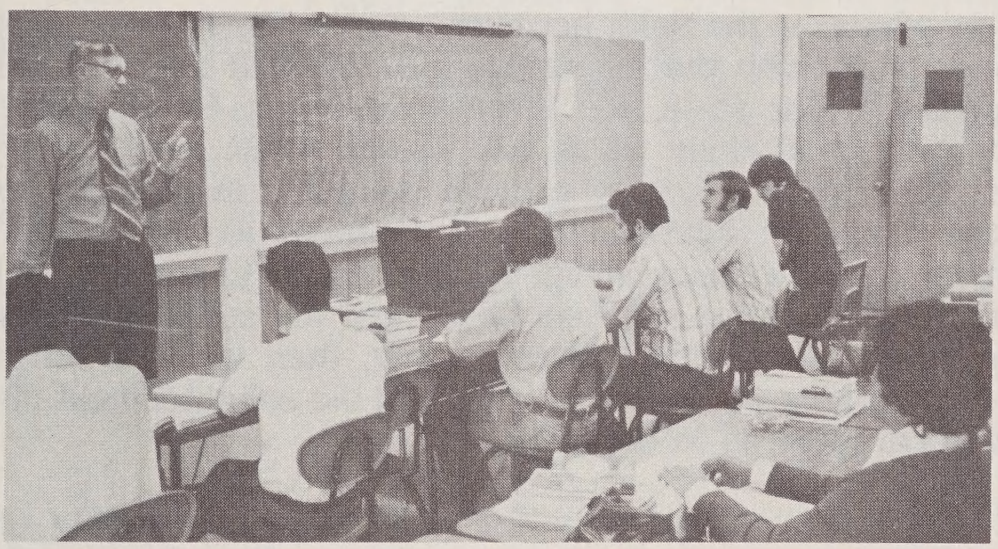
From the President

We want to help you:



Enroll



Study

Earn

Marvin G. Miles

State Community College Open Door Policy

The only valid philosophy for North Carolina is the philosophy of total education; a belief in the incomparable worth of all human beings, whose claims upon the state are equal before the law and equal before the bar of public opinion; whose talents, (however great or however limited or however different from the traditional), the state needs and must develop to the fullest possible degree. That is why the doors to the institutions in North Carolina's system of Community Colleges must never be closed to anyone of suitable age who can learn what they teach. We must take the people where they are and carry them as far as they can go within the assigned function of the system. If they cannot read, then we will simply teach them to read and make them proud of their achievement. If they did not finish high school, but have a mind to do it, then we will offer them a high school education at a time and a place convenient to them and at a price within their reach. If their talent is technical or vocational, then we will simply offer them instruction, whatever the field, however complex or however simple, that will provide them with the knowledge and the skill they can sell in the market-places of our state, and thereby contribute to its scientific and industrial growth. If their needs are in the great tradition or liberal education, then we will simply provide them the instruction, extending through two years of standard college work, which will enable them to go on to the University or to senior college and on into life in numbers unheard of before in North Carolina. If their needs are for cultural advancement, intellectual growth, or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our own times and help them on to maturity.

W. D. Herring, Chairman
State Board of Education
1964

TABLE OF CONTENTS

ADMINISTRATIVE	Page
Open Door Policy	2
Calendar	5
General Information	7
Admissions	9
Student Responsibilities	11
Student Government	14
Financial Information	15
Financial Aid	17
Student Services	19
Veterans Affairs	20
CURRICULUM DIVISION	21
TECHNICAL EDUCATION	22
Business Administration	24
Secretarial Science	30
Educational Aide	35
Education Specialist	40
Media Specialist	43
Early Childhood Specialist	46

TABLE OF CONTENTS

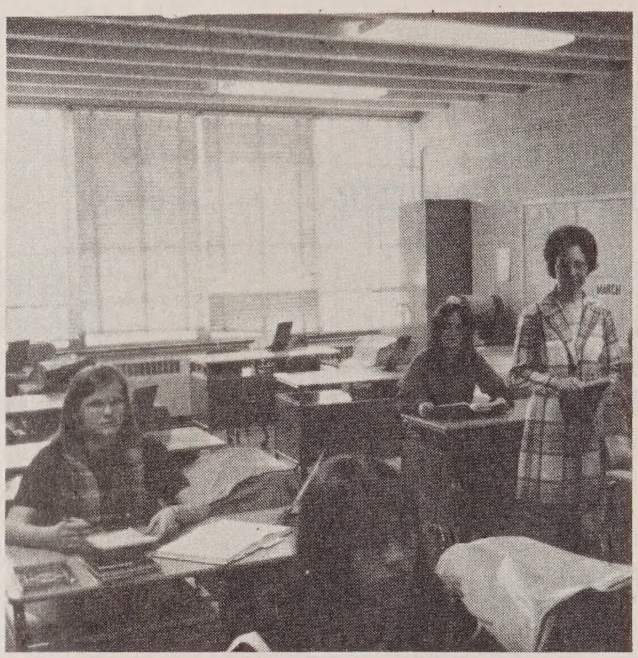
	Page
VOCATIONAL EDUCATION	53
Air Conditioning & Refrigeration	55
Auto Body Repair	61
Automotive Mechanics	66
Electrical Installation & Maintenance	71
Practical Nurse Education	77
Light Construction	83
Pottery Production	88
Practical Radio and Television Repair	91
Sheet Metal	95
TECHNICAL SPECIALTY EDUCATION	102
Nurses' Assistant	104
Practical Structural Machinist	106
Upholstery	107
ADULT HIGH SCHOOL	108
Diploma	108
G.E.D.	109
CONTINUING EDUCATION	110
Purpose	112
General Information	113

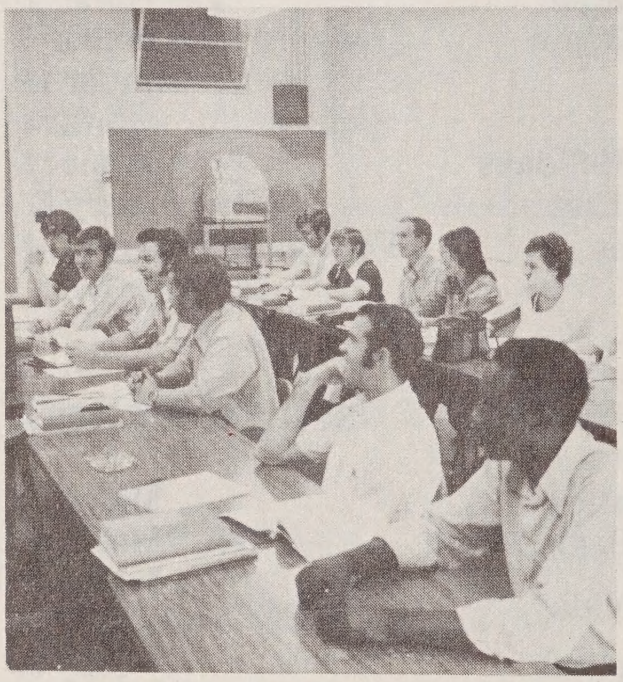
CALENDAR

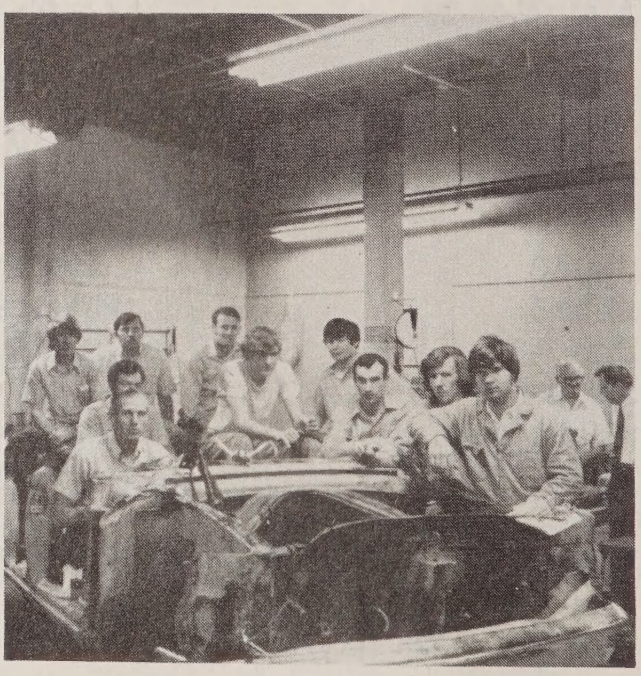
1973-1974 FALL QUARTER		1974-1975 FALL QUARTER
September 4	Registration	September 9
September 6	Classes Begin	September 11
November 16	Classes End	November 21
November 19-20-21	Exams	November 22-25-26
WINTER QUARTER		**WINTER QUARTER**
November 26	Registration	December 2
November 28	Classes Begin	December 4
* December 18		* December 18
thru		thru
** January 2	Christmas Holidays	** January
February 21	Classes End	February 27
February 22-25-26	Exams	February 28-March 3-4
SPRING QUARTER		**SPRING QUARTER**
March 4	Registration	March 10
March 6	Classes Begin	March 12
* April 11	Easter Holidays	* March 27
** April 22		** April 2
May 24	Classes End	May 30
May 27-28-29	Exams	June 2-3-4
SUMMER QUARTER		**SUMMER QUARTER**
June 3	Registration	June 9
June 5	Classes Begin	June 11
July 4-5	Independence Holidays	July 4
August 19	Classes End	August 22
August 20-21-22	Exams	August 25-26-27
August 25	Graduation	August 28

* Last day of classes before holiday

** First class day following holiday







GENERAL INFORMATION

HISTORY

The Montgomery Technical Institute was established in 1967. It is one of fifty-six such institutes operated by the North Carolina State Board of Education under the direction of the Department of Community Colleges in Raleigh, and is administered by a local Board of Trustees. Authority for the establishment and operation of these institutions is found in chapter 115A of the General Statutes of North Carolina and the amendments thereto.

PHILOSOPHY OF MTI

The philosophy of the institute is to provide specialized occupational education to help fill the manpower needs in today's modern industries and to provide for the fullest possible development of the potential of each student so that he may attain effective citizenship in his society.

ACCREDITATION

Montgomery Technical Institute is a member of the North Carolina Community College System and operates under the authority of a local Board of Trustees and the State Board of Education, as specified in chapter 115A of the General Statutes of North Carolina and Amendment thereto. All programs offered by the Institute have been officially approved by the North Carolina State Board of Education, by the Veterans Administration and by the North Carolina Department of Vocational Rehabilitation. The Practical Nursing Program is fully approved by the North Carolina Board of Nursing.

AREAS of STUDY

Associate in Applied Science Degree Programs:

- Business Administration
- Secretarial Science--Executive
- Secretarial Science--Medical
- Education Aide

Diploma Programs:

- Auto Body Mechanic
- Automotive Mechanics
- Licensed Practical Nurse
- Electrical Installation & Maintenance
- Air Conditioning & Refrigeration
- Radio & TV Repair
- Pottery Production
- Sheet Metal Specialist
- Light Construction

Technical Specialty:

- Nurses' Assistant
- Upholstery
- Structural Machinist

Adult High School Diploma Program

ADMISSIONS to FULL-TIME PROGRAMS

This Institute follows the "Open Door" policy established by the State Board of Education to offer occupational and adult education to all persons able to profit from instruction and who are 18 years old or older, or whose high school class has graduated.

Placement of students in the various programs is selective with special emphasis on the idea that through effective guidance a student can find his place in the proper educational program and has a reasonable chance for success in his chosen field.

See the curriculum section to obtain information for the admission requirements of a specific curriculum.

1. Application--Each applicant must submit a completed Montgomery Technical Institute Student Application form to the Institute's Student Personnel Office. This form may be obtained from the Institute or from your high school counselor.

2. Previous Education--Each applicant shall request his or her high school to submit a transcript showing work completed. Those who are high school seniors should have their school submit a transcript showing work through the first semester of the senior year as soon as possible after the semester has ended, and a supplementary transcript showing graduation at the close of school.

Applicants who have the high school equivalency certificate should submit a copy of the certificate, but should also ask their high school to send transcripts of all work done at the school.

3. Testing--Each student must take placement tests to help determine which courses are appropriate to his educational potential. This testing is done by the Institute's Guidance Office and each applicant will be notified by the Guidance Office as to the time and place of testing.

4. Health--A person must be in an acceptable condition of physical and mental health to be admitted. A medical examination may be required.

5. Personal Interview--The personal interview is beneficial to both the applicant and to school officials in that it affords an opportunity to "get acquainted". The applicant has an opportunity to ask questions about the school and its programs while school officials make an effort to evaluate the applicant's interest in, and capability to pursue the program of study applied for.

6. Deposit--Each officially admitted student to a course of study must make a $10 tuition deposit at the time indicated by the Institute. This deposit is non-refundable except in cases where the school is unable to admit the person or unable to offer the course applied for. The deposit is applied to the first quarter's tuition charge upon registration.

The Institute reserves the right to refuse admission to a student if it appears that such action is in the best interest of the Institution and-or the student.

All former students who left the school in good standing are encouraged to enroll for additional study at the Institute.

Out-of-state students are admitted under the same regulations as others. Tuition and fees are established by the State Board of Education.

Students who have been admitted, and who have paid their admission deposit will register with the Director of Student Personnel, on the dates set by the school for this purpose.

CORRESPONDENCE

All correspondence concerning enrollment should be addressed to: Director of Student Personnel, Montgomery Technical Institute, P. O. Box 487, Troy, N. C. 27371
Phone: 572-1311.

STUDENT RESPONSIBILITIES

CONDUCT

Students will be expected to conduct themselves at all times as individuals of prudence and maturity. The rights and feelings of others will be respected. Students shall demonstrate a high regard for school facilities and property and for the personal property of others.

ATTENDANCE

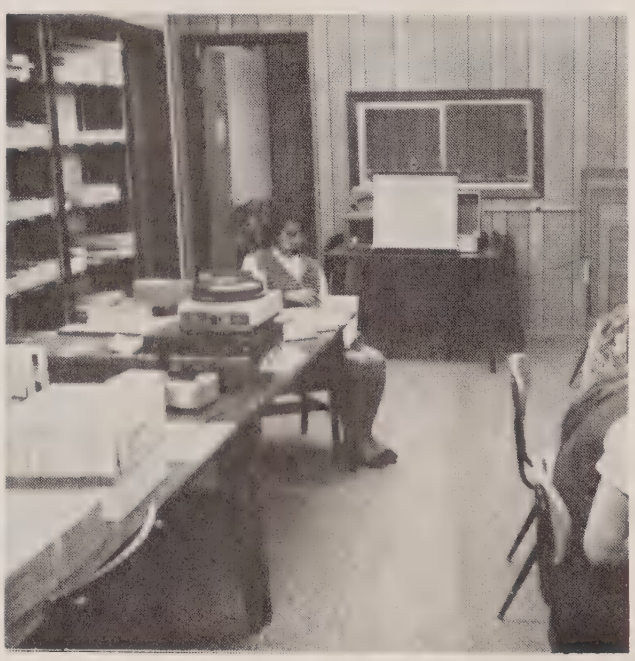
A student may be absent from class one class hour for each quarter credit hour per course. One absence in excess of this will require a conference involving the student and the Student Personnel Director. This conference must be held before the student can be re-admitted to the particular class in question.

Absences of three days in succession without notification to the Student Personnel Office will result in the student being dropped from school. The student may be re-admitted only through the Student Personnel Office.

ACADEMIC PROBATION

The probation policy is designed to give the student every possible opportunity to be successful in his or her training program.

Sub-minimum work in any quarter will result in probationary attendance in the next quarter. Sub-minimum work in two consecutive quarters will be cause for possible re-alignment of academic work and may result in assignment to a developmental studies program.



STUDENT RESPONSIBILITIES

WITHDRAWAL

Should it become necessary for a student to withdraw from school during the school year, a request to do so must be made to the Student Personnel Office. Written permission will be issued from the Personnel Office and will protect the student's scholastic records and his right to re-enroll and transfer credits.

GRADING SYSTEM

A letter grade is used to indicate the quality of a student's work in a course. Grade points are assigned for each letter so that a grade-point average can be calculated. The grading system is as follows:

GRADE	EXPLANATION	GRADE POINTS PER CREDIT
A (93-100)	Excellent	4
B (86-92)	Above Average	3
C (78-85)	Average	2
D (70-77)	Passing	1
E (Below 70)	Failure	0
I	Incomplete	
WP	Withdrew Passing	
WF	Withdrew Failing	

Incomplete will be given when circumstances justify additional time to complete the course.

REPORT CARDS

Report cards are mailed to the student's home shortly after the close of each quarter.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association of Montgomery Technical Institute is the official governing agency representing the students. S.G.A. objectives are:

A. To promote mutual goodwill and understanding between the student body and the officials of Montgomery Technical Institute.

B. To further, support, and protect the interests of Montgomery Technical Institute.

C. To act as representatives of and ambassadors for Montgomery Technical Institute from the student body.

D. To encourage student participation in school functions, both formal and informal.

Election of officers of the S.G.A. takes place not later than twenty (20) academic days of the first full school day of the fall quarter. All officers of the Executive Council of the S.G.A. are elected by the student body. All officers hold office from inauguration to inauguration.

FINANCIAL INFORMATION

EXPENSES

The only costs in addition to tuition, accident insurance, and the student activity fee are textbooks and supplies which will vary in price with the quarter depending on the curriculum the student follows.

Tuition

Currently, tuition for full-time North Carolina resident students in technical or vocational programs is $32 per quarter. Students taking less than 13 quarter hours credit will pay $2.50 per quarter hour credit.

Insurance

All students are expected to purchase accident insurance. This insurance presently costs $3 per year.

Activity Fee

Each full-time student shall pay a $2 per quarter activity fee which will be used to support the Student Activities Program. Payment of the activity fee is optional for part-time students.

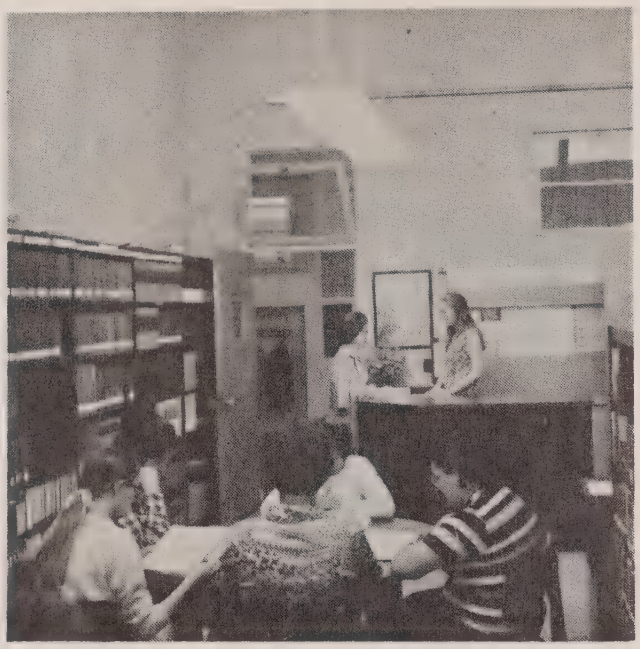
Payments

All tuition charges shall be paid in full on registration day; however, in hardship cases, monthly payments may be permitted when approved by the President or the Director of Student Personnel.

No student will be permitted to graduate, nor will a transcript be issued until all financial obligations to the Institute are satisfied.

Refunds

Refunds of two-thirds the quarter's tuition may be made in cases where a student is compelled by unavoidable reasons to withdraw during the first ten calendar days of any quarter. No refunds are made after the ten-day period except in cases where the student is a veteran or war orphan. Veterans or war orphans receiving benefits under U. S. Code, Title 38, Chapters 33 and 35 will be refunded the pro rata portion of the tuition fee not used up at the time of withdrawal.

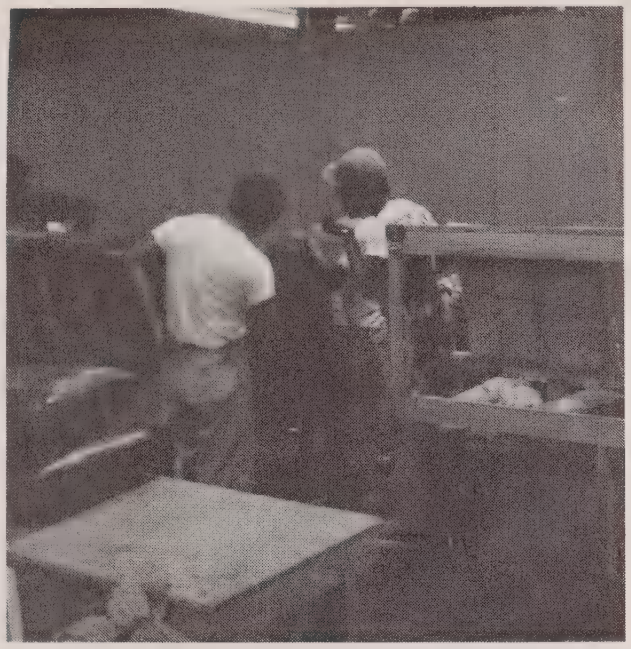


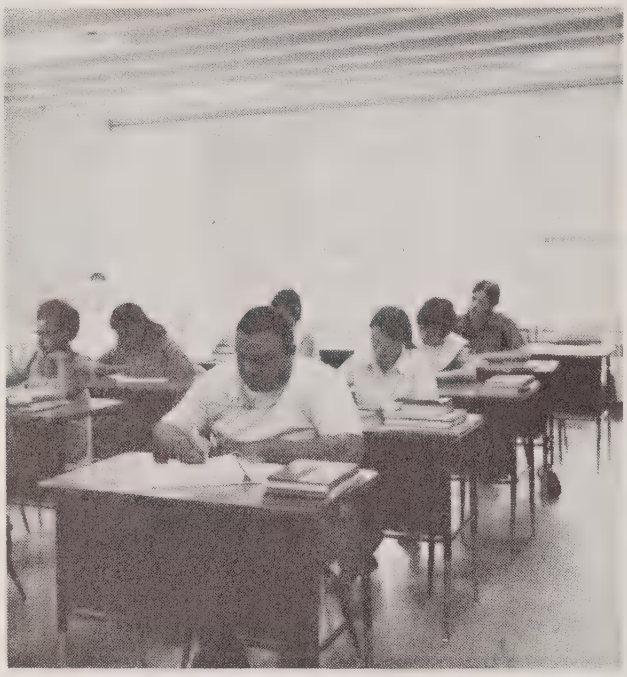
FINANCIAL AID

Limited financial aid is available through gifts or loan funds provided by individuals or civic groups. Also, some aid is available through the state and federal programs. Inquiries concerning financial aid should be addressed to the Director of Student Personnel.

TYPES OF AID AVAILABLE

VETERANS
SCHOLARSHIPS
VOCATIONAL REHABILITATION
GRANTS
STUDENT EMPLOYMENT
INTEREST FREE LOANS
MDTA
SOCIAL SECURITY





STUDENT PERSONNEL SERVICES

COUNSELING

The counseling service provides professional assistance to help students assess and understand their abilities, aptitudes, interest, and personality characteristics. Information is made available concerning local, state, and national job opportunities, and assistance is provided to help students utilize this information in making career decisions. As tentative career goals are established, the counselor is able to help students plan courses of study which will facilitate the achievement of long-range goals. In addition to vocational and educational counseling, the counselor is prepared to assist students in working through personal and social concerns.

DEVELOPMENTAL EDUCATION

Developmental education is a service to those students at Montgomery Technical Institute who need academic aid. This aid will be provided on an individualized basis. Content areas will be determined by student need.

Students may be referred to this service by the instructor or counselor; however, students are encouraged to initiate requests. Requests or referrals should be directed to the Supervisor of Developmental Education.

PLACEMENTS SERVICES

Every effort is made by school officials to help students find employment, and to secure employees from graduates of the Institute for interested employers. This is not to imply that the school guarantees employment to any student or employees to any employer. There shall be no charge to industry nor to students for this placement service.

VETERANS AFFAIRS

All programs being offered by the Institute at this time are approved for training under the so-called "Cold War G.I. Bill". Veterans desiring to train under the benefits of this bill must first establish their eligibility with the Veterans Administration. In general, Veterans who served in the Armed Forces since January 31, 1955, and who were discharged under conditions other than dishonorable, qualify for training under the bill. The amount of training permitted is determined by the number of months of service. Certain servicemen on active duty are also eligible for schooling under this bill. Interested servicemen should contact their Education Officer.

Veterans are admitted under the same admission requirements as other students. They pay tuition and attend school under the same regulations as others. The Institute maintains a written record of that previous education and training of veterans and clearly indicates that appropriate credit has been given by the Institute for previous education and training, with the training period shortened proportionately and the Veterans Administration so notified. The only difference between Veterans and other students is that they are paid monthly by the Veterans Administration, an amount determined by the hours attended and the number of dependents.

To be classified as a full-time student, a Veteran must attend 25 hours per week in a technical course and 30 hours per week in a trade program.

Full details on Veterans training programs may be obtained from any Veterans Service Office.

The contact hours shown in the catalog are minimal. It is a policy of this institution to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalog.

When in any quarter the total weekly contact hours listed are fewer than twenty-five hours in a technical curriculum and fewer than thirty hours in a vocational trade curriculum, a student may enroll on request for additional instructional hours deemed by the institution to be consistent with the program and appropriate to the student to make up thirty hours per week in a vocational trade curriculum.

CURRICULUM PROGRAMS LEADING TO DEGREES, DIPLOMAS, AND CERTIFICATES

TECHNICAL PROGRAMS

Business Administration
Secretarial Science
Education Aide

VOCATIONAL PROGRAMS

Air Conditioning and Refrigeration
Automotive Body Repair
Automotive Mechanic
Electrical Installation and Maintenance
Licensed Practical Nursing
Light Construction
Pottery Production
Radio and Television Repair
Sheet Metal Specialist

TECHNICAL SPECIALTIES

Nurses' Assistant
Structural Machinist
Upholstery

TECHNICAL EDUCATION

BUSINESS ADMINISTRATION

SECRETARIAL SCIENCE

EDUCATION AIDE

GENERAL INFORMATION for TECHNICAL PROGRAMS

Degree:

Associate Of Applied Science

Admission:

To Enter The Technical Degree Program, The Prospective Student Must Be A High School Graduate Or Hold A G. E. D. Diploma That Meets North Carolina Standards.

BUSINESS ADMINISTRATION

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervision. Positions are available in businesses such as advertising, banking, credit, finance, retailing, wholesale, hotel, tourist and travel industry, insurance, transportation and communications.

Other options in Business Administration are available to students who wish to specialize in industrial or textile management.

BUSINESS ADMINISTRATION

Suggested Curriculum By Quarters

			Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar & Composition	5	0	5
T-BUS	101	Introduction to Business	5	0	5
T-MAT	110	Business Math	5	0	5
T-BUS	102	Beginning Typewriting	2	3	3
SECOND QUARTER					
T-GEO		Economic Geography	3	0	3
		Elective	3	0	3
T-EDP	104	Introduction to Data Processing	3	0	3
T-ENG	204	Effective Speaking	5	0	5
T-BUS	103	Typewriting (Intermediate)	2	3	3
THIRD QUARTER					
T-BUS	271	Office Management	5	0	5
T-BUS	272	Principles of Supervision	3	0	3
T-BUS	110	Business Machines	2	3	3
T-PSY	206	Applied Psychology	5	0	5
FOURTH QUARTER					
T-BUS	243	Advertising	5	0	5
T-ECO	102	Principles of Economics	5	0	5
T-BUS	220	Principles of Bookkeeping	5	0	5
FIFTH QUARTER					
T-BUS	221A	Principles of Accounting	5	0	5
T-ECO	104	Principles of Economics	3	0	3
T-BUS	221B	Payroll Accounting	3	0	3
T-BUS	115	Business Law	5	0	5
SIXTH QUARTER					
T-BUS	116	Business Law	5	0	5
T-BUS	239	Marketing	5	0	5
T-BUS	222	Tax Accounting	2	0	2
T-ENG	206	Business Communications	5	0	5

COURSE DESCRIPTIONS

Business Administration

T-ENG 101 Grammar

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.
Prerequisite: None

T-BUS 101 Introduction to Business

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

T-MAT 110 Business Mathematics

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount commission, taxes, and pertinent uses of mathematics in the field of business.

T-BUS 102 Typewriting

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.
Prerequisite: None

T-GEO Economic Geography

A study of the geographic areas of the world and their contributions to the international economy.

T-EDP 104 Introduction to Data Processing Systems

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.
Prerequisite: None

T-ENG 204 Oral Communication

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

T-BUS 103 Typewriting

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscripts, correspondence, and business forms.

Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

T-BUS 271 Office Management

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

Prerequisite: None

T-BUS 272 Principles of Supervision

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

T-BUS 110 Office Machines

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

Prerequisite: None

T-PSY 206 Applied Psychology

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

T-BUS 243 Advertising

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertisng copy for various media.

Prerequisite: None

T-ECO 102 Economics

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.
Prerequisite: None

T-BUS 220 Principles of Bookkeeping

Emphasis is primarily on the techniques of accurate record-keeping. Most work will be in the practice of managing financial information within a set of ledgers. Definitions of the basic terminology of accounting but with emphasis on the mechanics of keeping records.

T-ECO 104 Economics

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income international trade and finance, and current economics problems.
Prerequisite: T-ECO 102

T-BUS 221-B Payroll Accounting

Designed to take principles and tools learned earlier in accounting and apply them specifically to the preparation and maintenance of payrolls. Emphasizes methods of computing wages and salaries, methods of keeping records and the making of government reports. Practice in keeping a set of records is essential.

T-BUS 115 Business Law

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contract, negotiable instruments, and agencies.
Prerequisite: None

T-BUS 116 Business Law

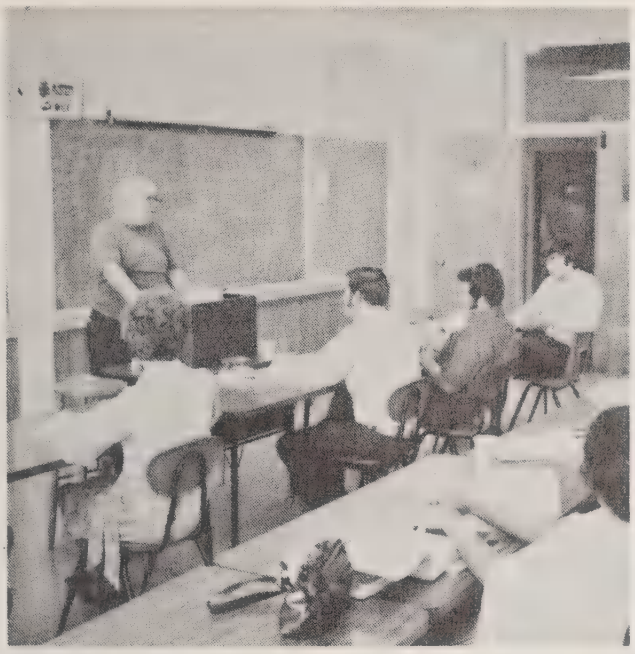
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

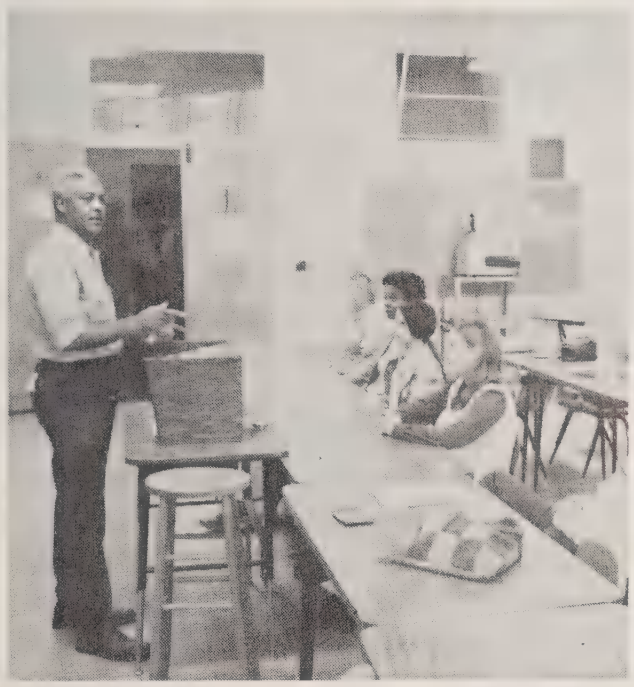
T-BUS 239 Marketing

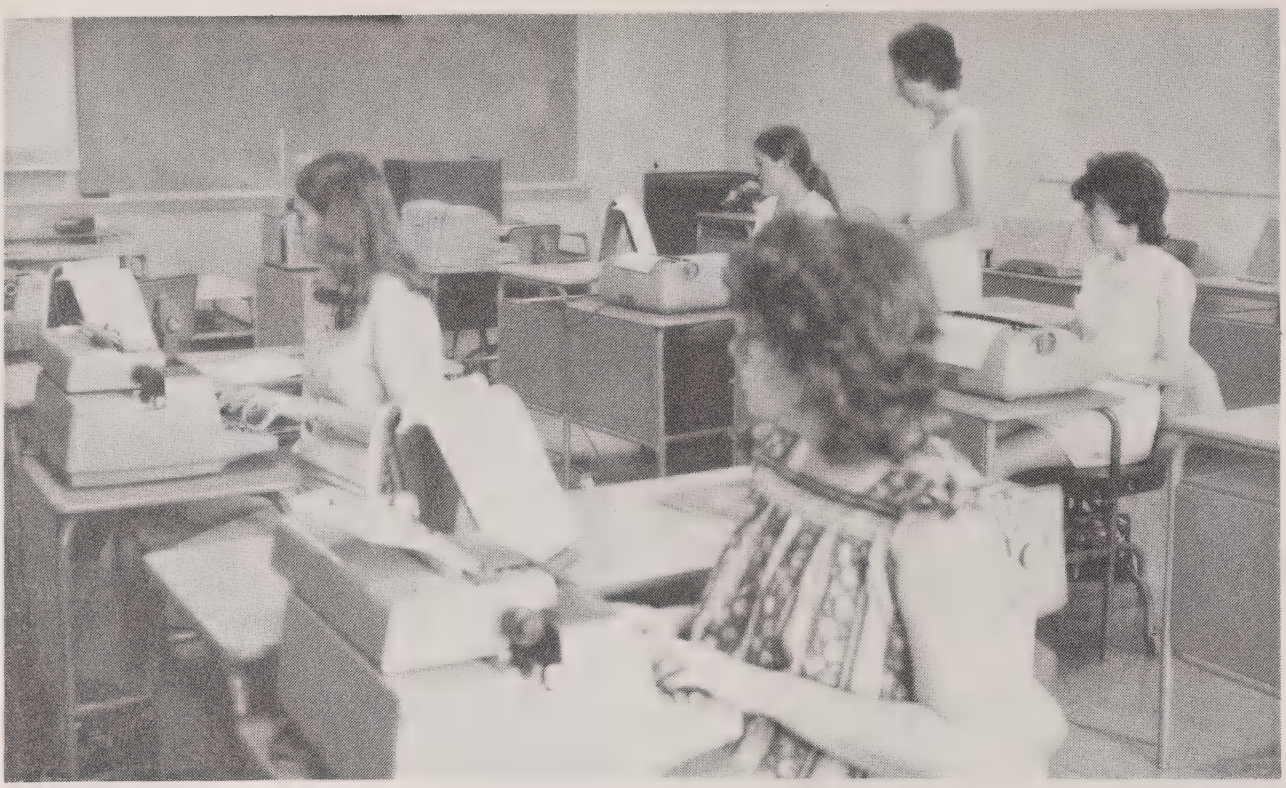
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.
Prerequisite: None

T-BUS 222 Tax Accounting

Specific application of management information to tax laws as they apply to service and mercantile enterprises. Includes practice in computing the taxes required of a business and reporting the information.







SECRETARIAL SCIENCE

The demand for better qualified secretaries to work with professional persons continues to increase. These curricula are designed to produce individuals who will be well-versed in the accepted procedures they will encounter on the job.

The graduate of the Executive Secretary program can expect employment as a stenographer or secretary in organizations such as insurance companies, banks, industrial plants, and state government.

The Medical Secretary student will be given vocabulary, typing and dictation courses appropriate to her (or his) specialty. Employment opportunities include medical offices, hospitals, government health departments, and medical supply companies.

The student in the Secretarial curriculum, Executive or Medical, will receive instruction in typing, beginning with an introduction to the touch typewriting system.

Instruction emphasizes the development of speed and accuracy, production typing problems, and development of individual production rates. The students learn the techniques needed in planning typing projects that closely approximate the work appropriate to their major field of study.

Each student must take courses in dictation beginning with a course in the theory and practice of reading and writing shorthand. Students who demonstrate proficiency are exempted from the first course.

Office-style dictation with the emphasis on development of speed and accuracy in transcription of material appropriate to the major course of study is the culmination of this phase of the curriculum.

The students also receive instruction in accounting, business law, personality development, terminology and vocabulary. In addition students take related courses in the field of mathematics, psychology and English.

SECRETARIAL SCIENCE

Suggested Curriculum By Quarters

FIRST QUARTER			Hours Per Week Class	Lab	Quarter Hours Credit
T-BUS	101	Introduction to Business	5	0	5
T-ENG	101	Grammar & Composition	5	0	5
T-MAT	110	Business Math	5	0	5
T-BUS	102	Beginning Typewriting	2	3	3
SECOND QUARTER					
T-EDP	104	Introduction to Data Processing	3	0	3
T-ENG	204	Effective Speaking	5	0	5
T-BUS	103	Typewriting (Intermediate)	2	3	3
T-BUS	106	Beginning Shorthand	5	2	6
THIRD QUARTER					
T-BUS	110	Business Machines	2	3	3
T-PSY	206	Applied Psychology	5	0	5
T-BUS	104	Advanced Typewriting	2	3	3
T-BUS	107	Intermediate Shorthand	5	2	6
FOURTH QUARTER					
T-ECO	102	Principles of Economics	5	0	5
T-BUS	220	Principles of Bookkeeping	5	0	5
T-BUS	206E	Advanced Shorthand	5	0	5
FIFTH QUARTER					
T-BUS	221B	Payroll Accounting	3	0	3
T-BUS	115	Business Law	5	0	5
T-BUS	112	Filing	3	0	3
T-BUS	214	Secretarial Procedures	3	2	4
SIXTH QUARTER					
T-ENG	206	Business Communications	5	0	5
T-BUS	272	Principles of Supervision	3	0	3
		Elective	2	0	2

COURSE DESCRIPTIONS

Secretarial Science

T-ENG 101 Grammar

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.
Prerequisite: None

T-BUS 101 Introduction to Business

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

T-MAT 110 Business Mathematics

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount commission, taxes, and pertinent uses of mathematics in the field of business.
Prerequisite: None

T-BUS 102 Typewriting

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.
Prerequisite: None

T-EDP 104 Introduction to Data Processing Systems

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.
Prerequisite: None

T-ENG 204 Oral Communication

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

T-BUS 103 Typewriting

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.
Prerequisite: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

T-BUS 106 Shorthand

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

Prerequisite: None

T-BUS 110 Office Machines

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

Prerequisite: None

T-BUS 104 Typewriting

Emphasis on production typing problems and speedbuilding. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscripts, correspondence and business forms.

Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

T-BUS 107 Shorthand

Continues study of theory with greater emphasis on dictation and elementary transcription.

Prerequisite: T-BUS 106 or the equivalent.

T-ECO 104 Economics

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None

T-BUS 220 Principles of Bookkeeping

Emphasis is primarily on the techniques of accurate record-keeping. Most work will be in the practice of managing financial information within a set of ledgers. Definitions of the basic terminology of accounting but with emphasis on the mechanics of keeping records.

T-PSY 206 Applied Psychology

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

T-BUS 108 Shorthand

Theory and speedbuilding. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.

Prerequisite: T-BUS 107

T-BUS 221-B Payroll Accounting

Designed to take principles and tools learned earlier in accounting and apply them specifically to the preparation and maintenance of payrolls. Emphasizes methods of computing wages and salaries, methods of keeping records and the making of government reports. Practice in keeping a set of records is essential.

T-BUS 115 Business Law

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.
Prerequisite: None

T-BUS 112 Filing

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.
Prerequisite: None

T-BUS 214 Secretarial Procedures

Designed to acquaint the student with the responsibilities encountered by a secretary during the workday. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.

T-ENG 206 Business Communication

Develops skills in techniques in writing business communications. Emphasis is placed on writing action--getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.
Prerequisite: T-ENG 102

T-BUS 271 Office Management

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.
Prerequisite: None

T-BUS 272 Principles of Supervision

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.
Prerequisite: None

EDUCATION AIDE
EDUCATIONAL SPECIALIST-MEDIA SPECIALIST--EARLY CHILDHOOD SPECIALIST
INTRODUCTION

PURPOSE OF CURRICULUM

The shifting of our labor market is largely in the area of increased numbers of jobs in human services. And further, the kinds of human services are multiplying rapidly. More and more, the areas of human service require para-professional persons to assist the professionals with the work load at hand. And, more and more, that work load requires of the para-professional, knowledge and insights into the best information available on how to help people more effectively.

Many of these expanding areas of human service require the same basic set of skills, so that insightful application of those skills is only a matter of minor adjustments when a person moves from one kind of job to another in the human service area. Service areas, then, can be clustered for purposes of training and education. Even further, specialization is easily attainable within this broad base of general skills and aptitudes.

The Education Aide curriculum is designed to prepare people for a career in education. Its intent is to allow students as much flexibility as possible in choosing a career area and a level within that career area. Several subject areas are identifiable for this purpose, but only three will be covered by this curriculum guide. Others can be added as needed.

Three distinct levels of skills can be identified in each of the subject areas included. A student may complete two years for an Associate in Applied Science degree, or may choose to leave after four quarters for a diploma, or may elect only the first quarter's work for a certificate. A student, therefore, has much flexibility in meeting his immediate and long-range needs.

EDUCATIONAL SPECIALIST-MEDIA SPECIALIST-EARLY CHILDHOOD SPECIALIST

CORE CURRICULUM — FIRST YEAR

FIRST QUARTER

ENG	100	Overview of Oral & Written Communications	3-0-3
PSY	104	Dynamics of Human Behavior	3-0-3
PSY	111	Seminar in Personal Development	4-0-4
EDU	176	Practicum	0-20-2
			12

SECOND QUARTER

SOC	107	Introduction to Sociology	4-0-4
PSY	105	Human Growth & Development, Pre-natal & Infant	3-0-3
SOC	104	Family: A Cross-culture Survey	3-0-3
EDU		Specialty Elective	3-0-3
EDU	176	Practicum	0-20-2
			15

THIRD QUARTER

ENG	107	Written Communications	3-0-3
PSY	106	Human Growth & Development Early Childhood	3-0-3
EDU	203	The Exceptional Child	3-0-3
EDU		Specialty Elective	3-0-3
EDU	178	Practicum	0-20-2
			14

FOURTH QUARTER

ENG	204	Oral Communications	3-0-3
PSY	201	Human Growth & Development Middle Childhood & Adolescence	3-0-3
MAT		Applied Math	3-0-3
HEA	101	Personal Hygiene & Health	2-0-2
EDU	179	Practicum	0-20-2
			13

For the second year curriculum in your specialty, refer to the following pages:

Educational Specialist	Page	40
Media Specialist	Page	43
Early Childhood Specialist	Page	46

AUXILIARY EDUCATION CLUSTER

COURSE DESCRIPTIONS BY QUARTERS

FIRST YEAR — CORE CURRICULUM

FIRST QUARTER

	Hours Per Week Class	Lab.	Quarter Hours Credit
ENG 100 Overview, Oral & Written Communications	3	0	3

A study of basic grammar requirements for effective oral and written communications. The approach is a functional, composition and grammar and combination speaking and grammar to reinforce application in day-to-day situations.

PSY 104 Dynamics of Human Behavior	3	0	3

Study of human behavior, with emphasis on developmental aspects, motivations, common behavioral patterns, and the role of defense mechanisms in human behavior. Laboratory experiences will demonstrate a variety of theories related to human behavior.

PSY 111 Seminar in Personal Development	4	0	4

An overriding purpose governs this course: An Auxiliary Education Specialist must have a thorough knowledge of self and his self-concept before his actions can be effective in helping other people. The seminar in Personal Development will include instructional activities which bring about self-awareness: (1) in communications, (2) of self-identity, (3) of group identity, (4) of self-behavior, and (5) of group behavior. The majority of instruction is in the form of group activities.

EDU 176 Practicum	0	20	2

Beginning of internship will include as much observation time as anything else. Students will observe children's activities and will be assigned simple tasks which aid the activities of their particular job assignment.

SECOND QUARTER

SOC 107 Introduction to Sociology	4	0	4

An overview course designed to follow up fundamentals introduced in Seminar on Personal Development. An attempt to provide an understanding of culture, collective behavior, community life, social institutions and social change. Presents the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships and the effects of social life on human personality and behavior.

PSY 105 Human Growth & Development	3	0	3

A detailed study of the developmental sequence of the prenatal and infant periods, with emphasis on developmental influences and conditions necessary for optimal development of individuals.
Prerequisite: SOC 104

	Hours Per Week Class	Lab.	Quarter Hours Credit
SOC 104 Family: A Cross-Culture Survey	3	0	3

Study of the family as a social unit, with primary focus on the influence of family relationships during infancy and childhood. Historical patterns and the evolution of family roles in various types of cultures provide opportunities to analyze and interpret the influence of the culture and the family in relation to the larger society.

EDU 177 Practicum 0 20 2

Students to be on the job 20 hours per week and to increase their observation of coordinating principles learned in class. Interviews with individuals continued.

THIRD QUARTER

ENG 107 Written Communications 3 0 3

A highly practical course including classroom participation for solid reinforcement of principles. Practice will include writings of all kinds; observations of professional nature, personal feelings, reports, and various assigned materials. Emphasis consistently on clear and effective writing in a variety of situations.

PSY 106 Human Growth & Development-Early Childhood 3 0 3

A detailed study of the developmental sequence during the pre-school period, ages 2 to 6. Emphasis is given to factors influencing development; the importance of experiences in establishing patterns of behavior, attitudes, interpersonal skills; language usage; and the relationship of early childhood to later realization of potential.
Prerequisite: PSY 105

EDU 203 The Exceptional Child 3 0 3

Study of children with developmental variations requiring modification in activities. Consideration is given to recognition of problems, community resources, and appropriate activities for the child with exceptional deviations in personality or physical development.
Prerequisites: EDU 201 and SOC 201

EDU 178 Practicum 0 20 2

Students will maintain previous work assignment for 20 hours per week. Evaluation and upgrading will continue.

FOURTH QUARTER

ENG 204 Oral Communications 3 0 3

A study of basic concepts and principles of oral communications over a broad range of application. Emphasis is focused on those factors which a speaker can control: his attitude, his diction, his voice control, his thought patterns, and his purposes for communicating. Particular attention is given to flexibility in communicating with different persons and different groups.

	Hours Per Week Class	Lab.	Quarter Hours Credit

PSY 201 Human Growth & Development Middle Childhood & Adolescence
A detailed study of the developmental sequence during middle childhood and adolescence; emphasis is given to environmental and social factors which influence developmental rates, formulation of behavior patterns, and establishment of value systems and interests.
Prerequisite: PSY 106

MAT Applied Math 3 0 3
A study of the basic principles of mathematics as they apply to everyday use and as they apply to tutoring children in areas of difficulty. Emphasis is on arithmetic skills and basic geometric relationships as they occur in everyday life.

HEA 101 Personal Hygiene & Health 2 0 2
Study of influences on physical and mental health, individual practices which aid in maintaining good physical and mental health throughout the life span, and responsibilities of those working with young children to maintain personal health and to serve as models for health practices.

EDU 179 Practicum 0 20 2
Continued 20 hours per week on the job with periodic evaluation.

EDUCATIONAL SPECIALIST

Fifth Quarter

EDU	131	School Records & Reports	2-0-2
PSY	114	Principals of Human Learning	3-0-3
BUS	136	Office Duplicating Machines	3-0-3
EDU	180	Practicum	0-20-2
			10

Sixth Quarter

HEA	121	First Aid and Hygiene	5-0-5
EDU	112	Audio-visual Equipment & Materials	2-2-3
EDU	---	Elective	3-0-3
EDU	181	Practicum	0-20-2
			13

Seventh Quarter

SOC	202	Principles of Social Organization	5-0-5
POL	104	Introduction to Governmental Structure	3-0-3
EDU	251	General Science in Elementary School	3-0-3
EDU	182	Practicum	0-20-2
			13

Eighth Quarter

EDU	207	Social Foundations of Education	3-0-3
SOC	---	Social Studies in Elementary Schools	3-0-3
MAT	120	Modern Math for Primary Education	3-0-3
EDU	---	Elective	3-0-3
EDU	183	Practicum	0-20-2
			14

	Hours Per Week Class	Lab.	Quarter Hours Credit

SECOND YEAR—EDUCATIONAL SPECIALIST

FIFTH QUARTER

EDU 131 School Records & Reports 2 0 2
The preparation of school records and reports. The course will include the procedures for general reports, the procedures for special reports and records, and the management of records.

PSY 114 Principles of Human Learning 3 0 3
An analysis of the processes important in learning. Major concepts in thinking, learning, and development are emphasized. Attention is given to measurement, guidance, materials, and learning situations.

BUS 136 Office Duplicating Machines 3 0 3
Instruction in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.

EDU 180 Practicum 0 20 2
Continued 20 hours per week on the job with periodic evaluation.

SIXTH QUARTER

HEA 121 First Aide and Hygiene 5 0 5
A course designed to develop two points. One: what to do in emergency treatment. Will include standard Red Cross first aid course. Two: how to identify hygiene problems and what to do about them.

EDU 112 Audio-visual Equipment and Materials 2 2 3
An introduction to the nature and use of audiovisual materials. (AV-ITV-VTR). Emphasis is on the operaton of equipment and the communication characteristics of the various new print media. Includes preparation of "soft-ware" for various audiovisual media.

EDU 181 Practicum 0 20 2
Continued 20 hours per week on the job with periodic evaluation.

SEVENTH QUARTER

POL 104 Introduction to Governmental Structure 3 0 3
A serious study of negotiating social organizations and their bureaucracies with special emphasis on obtaining services for clients. Study will necessarily include a basic introduction to management of organizations and how those principles relate to the sociology of governmental structure.

	Hours Per Week Class	Lab.	Quarter Hours Credit
SOC 202 Principles of Social Organization	5	0	5

A study of the fundamental principles of human social organization. Includes the concepts of sociology as the study of social organization. Includes the contemporary American institutions in relation to technological change, ethic group self-awareness, population trends, and social control.

EDU 251 General Science in Elementary School 3 0 3

A basic general science course including the principles necessary for aiding primary and elementary aged children in their learning process. Course to be taught as a science course with principles reinforced by teaching assignments.

EDU 182 Practicum 0 20 2

Student's work hours increased to 30 per week commensurate with the increased level of skills and understandings. Evaluation interviews continued.

EIGHTH QUARTER

EDU 207 Social Foundations of Education 3 0 3

A study of the educative effects of our social structure, the social values and issues involved in appraising these effects, and the resulting social demands upon the school. Emphasis is placed upon the relationship between the home, church, and school.

SOC --- Social Studies in Elementary Schools 3 0 3

A study of the scope and sequence of social studies grades K-6. Emphasis is placed upon readiness activities. Field trips and other activities which stress human relations and self-identification will be examined. Evaluation and administration of these activities will be stressed.

MAT 120 Modern Math for Primary Education 3 0 3

A study of the scope and sequence of modern math grades K-3. Emphasis will be placed upon individual activities which require modern math responses. Concepts, vocabulary, and individual instruction will be stressed.

EDU 183 Practicum 0 20 2

Continued 30 hours per week on the job with evaluation interviews continued.

MEDIA SPECIALIST

FIFTH QUARTER

LIB	101	Introduction & Orientation to Media Services	2-0-2
PSY	114	Principles of Human Learning	3-0-3
BUS	136	Office Duplicating Machines	3-0-3
EDU	180	Practicum	0-20-2
			10

SIXTH QUARTER

EDU	112	Audio-visual Equipment & Materials	2-2-3
LIB	102	Book Selection and Order Procedure	3-0-3
EDU	---	Elective	3-0-3
EDU	181	Practicum	0-20-2
			11

SEVENTH QUARTER

LIB	201	Introduction to Classification & Cataloging-Filing	3-0-3
LIB	103	Library Reference	3-0-3
POL	104	Introduction to Governmental Structure	3-0-3
EDU	182	Practicum	0-20-2
			11

EIGHTH QUARTER

ENG	205	Basic Reading Skills	4-0-4
LIB	217	Children's Literature	3-0-3
EDU	---	Elective	3-0-3
EDU	183	Practicum	0-20-2
			12

SECOND YEAR — MEDIA SPECIALIST

	Hours Per Week Class	Lab.	Quarter Hours Credit

FIFTH QUARTER

LIB 101 Introduction & Orientation to Media Services 2 0 2
A short history of libraries and library service and an introduction to the various types of libraries. An explanation of the classification systems, the card catalog, the ethics, and processes of library service.

PSY 114 Principles of Human Learning 3 0 3
An analysis of the processes important in learning. Major concepts in thinking, learning, and development are emphasized. Attention is given to measurement, guidance, materials, and learning situations.

BUS 136 Office Duplicating Machines 3 0 3
Instruction in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.

EDU 180 Practicum 0 20 2
Continued 20 hours per week on the job with periodic evaluation.

SIXTH QUARTER

EDU 112 Audio-visual Equipment and Materials 2 2 3
An introduction to the nature and use of audio-visual materials. (AV-ITV-VTR). Emphasis is on the operation of equipment and the communication characteristics of the various new print media. Includes preparation of "Soft-ware" for various audio-visual media.

LIB 102 Book Selection and Order Procedures 3 0 3
Principles of book selection with emphasis on the sources of guidance in book selection, the evaluation of these sources which include book reviews, book lists, trade bibliographies, and publishers' annotations. The policies and practices of buying books and techniques of ordering.

EDU 181 Practicum 0 20 2
Continued 20 hours per week on the job with periodic evaluation.

SEVENTH QUARTER

LIB 201 Introduction to Classification & Cataloging-filing 3 0 3
Introduction to classification system with particular emphasis on the Dewey Decimal classification. The purpose is to give an understanding of the principle of direct cataloging purposes--not direct cataloging, plus practice in assigning subject headings.

	Hours Per Week Class	Lab.	Quarter Hours Credit
LIB 103 Library Reference	3	0	3

Study of general encyclopedia, special reference books, and other basic sources used in reference work. Also practice in preparation of simple bibliographies, emphasizing correct form.

POL 104 Introduction to Governmental Structure	3	0	3

A serious study of negotiating social organizations and their bureaucracies with special emphasis on obtaining services for clients. Study will necessarily include a basic introduction to management of organizations and how those principles relate to the sociology of governmental structure.

EDU 182 Practicum	0	20	2

Student's work hours increased to 30 per week commensurate with the increased level of skills and understandings. Evaluation interviews continued.

EIGHTH QUARTER

ENG 205 Basic Reading Skills	4	0	4

An extension of the personal communication skills already achieved. Intended to be a course on how people learn to read.

LIB 217 Children's Literature	3	0	3

An overview of children's literature from pre-school to grade six. Speaking, listening, reading, and role playing will be emphasized through the study of the multi-media approach to children's literature.

EDU 183 Practicum	0	20	2

Continued 30 hours per week on the job with evaluation interviews continued.

EARLY CHILDHOOD SPECIALIST

FIFTH QUARTER

NUT	102	Nutrition for Young Children	2-3-3
SOC	105	Families in the American Culture	3-0-3
EDU	---	Elective	3-0-3
EDU	180	Practicum	0-20-2
			11

SIXTH QUARTER

EDU	114	Audio-visual Instruction	3-0-3
EDU	---	General Science for the Pre-school Child	3-0-3
PED	110	Family, School, & Community Health	3-0-3
EDU	---	Elective	3-0-3
EDU	181	Practicum	0-20-2
			14

SEVENTH QUARTER

EDU	123	Humanities for Children	3-0-3
EDU	204	Parent Education	3-0-3
EDU	210	Organization & Administration of Child Development Centers	3-0-3
EDU	182	Practicum	0-20-2
			11

EIGHTH QUARTER

ENG	217	Children's Literature	3-0-3
EDU	207	Special Problems in Early Childhood	2-0-2
SOC	201	The Child & Community Services	3-0-3
EDU	---	Fiscal Operation of a Child Care Center	2-0-2
EDU	183	Practicum	0-20-2
			12

	Hours Per Week Class	Lab.	Quarter Hours Credit

SECOND YEAR-EARLY CHILDHOOD SPECIALIST

FIFTH QUARTER

NUT 102 Nutrition for Young Children 2 3 3
Study of basic nutrition, with emphasis on (1) methods of helping your children and their families learn nutritional concepts and (2) planning balanced diets for pre-school children.

SOC 105 Families in the American Culture 3 0 3
Study of the family in the American culture, changing patterns in family roles, the influence of social-economic status on family relationships factors associated with cultural deprivation, and the effects on children in such families.

EDU 180 Practicum 0 20 2
Continued 20 hours per week on the job with periodic evaluation.

SIXTH QUARTER

EDU 112 Audio-visual Equipment and Materials 2 2 3
An introduction to the nature and use of audio-visual materials (AV-ITV-VTR). Emphasis is on the operation of equipment and the communication characteristics of the various new print media. Includes preparation of "soft-ware" for various audio-visual media.

EDU General Science for the Pre-School Child 3 0 3
An overview of the scope and sequence of general science - pre-school through grade three will be studied. Emphasis will be given to identification of the pre-school child's environment, educational objectives, and learning activities that meet the objectives.

PED 110 Family, School & Community Health 3 0 3
This is a study of community health services and responsibilities. The function of the family, the school, and governmental agencies will be emphasized. A major objective will be the developing of skills required for screening, referrals, and follow-up.

EDU 181 Practicum 0 20 2
Continued 20 hours per week on the job with periodic evaluation.

SEVENTH QUARTER

EDU 123 Humanities for Children 3 0 3
A study of the individual and the processes of self-identification within the group. Appreciation for others, including accepting individual differences, will be emphasized.

	Hours Per Week Class	Lab.	Quarter Hours Credit
EDU 204 Parent Education	3	0	3

Study of ways parents can be involved in the child development center, of the purposes and value of home visitation, and of techniques for reporting child progress to parents. The role of the early childhood specialist in aiding parents in guidance of the child's development is emphasized. Each student will develop a series of programs appropriate for presentation to the parents of pre-school children.

Prerequisites: SOC 106 and PSY 202

EDU 210 Organization & Administration of Child Development Centers 3 0 3

To acquaint potential administrators of Day Care and Child Development Centers with the various aspects of the profession. Readings, discussion, films, specialists, and trips to centers to study facilities are utilized.

EDU 182 Practicum 0 20 2

Student's work hours increased to 30 per week commensurate with the increased level of skills and understandings. Evaluation interviews continued.

EIGHT QUARTER

LIB 217 Children's Literature 3 0 3

An overview of children's literature from preschool to grade 6. Speaking, listening, reading, and role playing will be emphasized through the study of the multi-media approach to children's literature.

EDU 207 Special Problems in Early Childhood 2 0 2

Directed study of a specialized area of early childhood, appropriate to the individual career interests of students.

Prerequisites: EDU 202 and EDU 203

SOC 201 The Child & Community Services 3 0 3

Study of the type of facilities needed by a community concerned with the well-being of its children. Analysis of child needs which can be met through community planning, with identification of local, state, and national resources.

Prerequisite: SOC 106

EDU Fiscal Operation of a Child Care Center 2 0 2

A study of fiscal Child-Care Center management. Record keeping, cost analysis, and auditing procedures will be stressed. Federal and State tax procedures and employers' fiscal responsibility to employees will be a major concern. Licensing and certification requirements will be related to capital construction.

EDU 183 Practicum 0 20 2

Continued 30 hours per week on the job with evaluation interviews continued.

EDUCATIONAL AIDE MEDIA SPECIALIST EARLY CHILDHOOD SPECIALIST

ELECTIVES

*	BUS	102	Typewriting	2-3-3
	LIB	104	Overview of Library Mechanics	1-0-1
*	BUS	112	Filing	1-3-2
	SOC	205	Sociology of the Family	3-0-3
	ENG	205	Basic Reading Skills	4-0-4
	GEO	201	Geography in Elementary Schools	3-0-3
	EDU	208	Supervision of Children's Games	3-0-3
	SOC	207	Rural Society	3-0-3
	EDU	207	Social Foundations of Education	3-0-3
	HEA	121	First Aid and Hygiene	5-0-5
	SOC	202	Principles of Social Organization	5-0-5
	HIS	201	History in Elementary Schools	3-0-3
	EDU	111	History of Public Education	2-0-2
**	EDU	102	Programming for Young Children	3-0-3
	SOC	106	The Family in the Community	3-0-3
	SOC	213	Marriage and Family	3-0-3
**	EDU	151	Creative Activities for Young Children	3-0-3
**	EDU	103	Pre-school Education-Overview	3-0-3
	EDU	101	Child Growth & Development	3-0-3

* Recommended for Core Specialty Elective (Educational Aide Media Specialist)

**Recommended for Core Specialty Elective (Early Childhood Specialist)

ELECTIVES

	Hours Per Week Class	Lab.	Quarter Hours Credit

BUS 102 Typewriting

An introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

LIB 104 Overview of Library Mechanics 1 0 1

A simplified version of what every school aide needs to know about a library. Includes: a general overview of library science (elementary), cataloging and book selection aids (high school), filing (elementary and high school), reading shelves (elementary), and children's literature (elementary). Strictly a brief overview for students.

BUS 112 Filing 1 3 2

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

SOC 205 Sociology of the Family 3 0 3

The study of family relationships, its forms and functions. Included in the study are sex roles, socialization, organization, and functions of the American family.

ENG 205 Basic Reading Skills 4 0 4

An extension of the personal communication skills already achieved. Intended to be a course on how people learn to read.

GEO 201 Geography in Elementary Schools 3 0 3

A study of the child's immediate environment as it is related to his "outside" world. The scope and sequence of geography in grades K-six and the readiness activities which will prepare the child for an appreciation of geography. The use of television and other media and their effectiveness in teaching space, place, time, and management of the physical environment.

EDU 208 Supervision of Children's Games 3 0 3

A study of individual and group children's activities. The objectives of children's games as related to the social, emotional, psychological, and physical development of the child.

SOC 207 Rural Society 3 0 3

A study of selected elements of rural sociology with emphasis on current social changes. The course provides a sociological background for the understanding of rural sociology with emphasis on current social changes. The course provides a sociological background for the understanding of rural social changes. Areas of study include rural culture group relationships, social classes, rural and suburban communities, farm organizations, the communication of agricultural technology, rural social problems, agricultural adjustment and population change.

ELECTIVES

	Hours Per Week Class	Lab.	Quarter Hours Credit
EDU 207 Social Foundations of Education	3	0	3

A study of the educative effects of our social structure, the social values and issues involved in appraising these effects, and the resulting social demands upon the schools. Emphasis is placed upon the relationship between the home, church, and school.

HEA 121 First Aid and Hygiene	5	0	5

A course designed to develop two points. One: what to do in emergency treatment. Will include standard Red Cross first aid course. Two: how to identify hygiene problems and what to do about them.

SOC 202 Principles of Social Organization	5	0	5

A study of the fundamental principles of human social organization. Includes the concepts of sociology as the study of social organization. Includes the contemporary American institutions in relation to technological change, ethic group self-awareness, population trends, and social control.

HIS 201 History in Elementary Schools	3	0	3

To be Developed.

EDU 111 History of Public Education	2	0	2

Examines the development of education as a public domain. Traces the degree of committment from catagorical to general education. Includes development of the K-12, to University System, and the Community College System.

EDU 102 Programming for Young Children	3	0	3

Study of principles and practices of early childhood education: the types of experiences, facilities, and media which will promote optimal development of each child. Guidelines for identifying, planning, organizing, and implementing appropriate programs for various levels of development are derived through group discussion and individual projects. Laboratory experience provides opportunities to participate in planning activities, in selecting equipment and materials, in defining the adult role, and in developing techniques for managing children in a group situation.

SOC 106 The Family in the Community	3	0	3

Study of community agencies concerned with physical and mental health in families, socio-economic problems, and education for child-rearing.

ELECTIVES

	Hours Per Week Class	Lab.	Quarter Hours Credit
SOC 213 Marriage and Family	3	0	3

Study of the family as a social unit, with primary focus on the influences of family relationships during infancy and childhood. Historical patterns and the evolution of family roles in various types of cultures provide opportunities to analyze and interpret the influence of the culture and the family in relation to the larger society.

EDU 151 Creative Activities for Young Children	3	0	3

Individual and group exploration of activities and media for promoting optimal overall development of children, with special emphasis on music, art, science, and oral language development. Laboratory experiences provide opportunities to plan and implement a program which demonstrates the adaptability of specific activities and media to a variety of age levels.

EDU 103 Pre-School Education-Overview	3	0	3

Identifies educational objectives, procedures, and evaluating processes of pre-school education. Examines the role of education in the total life of the pre-school child.

EDU 101 Child Growth & Development	3	0	3

Study of early growth and development, with emphasis on the principles and techniques for promoting the physical and mental health of the young child.

VOCATIONAL PROGRAMS

AIR CONDITIONING
AND
REFRIGERATION

AUTOMOTIVE BODY REPAIR

AUTOMOTIVE MECHANIC

ELECTRICAL INSTALLATION
AND
MAINTENANCE

LICENSED PRACTICAL NURSING

LIGHT CONSTRUCTION

POTTERY PRODUCTION

RADIO AND TELEVISION REPAIR

SHEET METAL SPECIALIST

GENERAL INFORMATION for VOCATIONAL PROGRAMS

Diploma:

Upon Completion Of The Curriculum Work, The Vocational Diploma Is Awarded To The Individual To Certify That Professional Training Requirements Have Been Met.

Admission:

To Enter The Vocational Program, The Individual Must Be At Least 18 Years Old Or Hold A High School Diploma Or Certified Equivalent. If The Individual Is 18 Or Over, The High School Diploma Is Not Required For Entrance Into The Vocational Program.

AIR CONDITIONING AND REFRIGERATION

INTRODUCTION

Purpose of Curriculum

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have "all year" comfort systems. Many homes now have air conditioning and the trend is toward greater use of "all year" systems of cooling and heating. The food industry is requiring greater use of refrigeration systems in freezing, storage, and display of products. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the students practical knowledge that will enable them to become capable service men in the industry. The principle objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation and in the growing fields of truck and trailer refrigeration.

AIR CONDITIONING AND REFRIGERATION

Suggested Curriculum by Quarters

		Course Title	Hours Per Week Class	Lab	Quarter Hours Credit
FIRST QUARTER					
AHR	1121	Principles of Refrigeration	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
DFT	1104	Blueprint Reading: Mechanical	0	3	1
			13	17	19
SECOND QUARTER					
AHR	1122	Domestic and Commercial Refrigeration	3	9	6
MAT	1102	Algebra	5	0	5
ENG	1102	Communication Skills	3	0	3
ELC	1102	Applied Electricity	2	3	3
DFT	1116	Blueprint Reading: Air Conditioning	1	3	2
			14	15	19
THIRD QUARTER					
AHR	1123	Principles of Air Conditioning	3	12	7
AHR	1128	Automatic Controls	3	6	5
PSY	1101	Human Relations	3	0	3
WLD	1101	Basic Gas Welding	0	3	1
			9	21	16
FOURTH QUARTER					
AHR	1124	Air Conditioning and Refrigeration Servicing	3	6	5
AHR	1126	All Year Comfort Systems	3	6	5
MEC	1120	Duct Construction and Maintenance	3	6	5
BUS	1103	Small Business Operations	3	0	3
			12	18	18

BUILDING TRADES

AIR CONDITIONING AND REFRIGERATION

COURSE DESCRIPTIONS BY QUARTERS

Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit

FIRST QUARTER

AHR 1121 Principles of Refrigeration (Old No. AHR 121) 3 12 7

An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.
Prerequisite: None.

MAT 1101 Fundamentals of Mathematics (Old No. MA 120) 5 0 5

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry: measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.
Prerequisite: None.

ENG 1101 Reading Improvement (Old No. ENG 101) 2 0 2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.
Prerequisite: None.

PHY 1101 Applied Science 3 2 4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.
Prerequisite: None.

DFT 1104 Blueprint Reading: Mechanical (Old No. DD 122) 0 3 1

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.
Prerequisite: None

SECOND QUARTER

AHR 1122 Domestic and Commercial Refrigeration (Old No. AHR 122) 3 9 6

Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.
Prerequisite: AHR 1121.

MAT 1102 Algebra (Old No. MA 124) 5 0 5

Basic concepts and operations of algebra: historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping factoring, ratio and proportions, variation; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation.
Prerequisite: None.

ENG 1102 Communication Skills (Old No. ENG 102) 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: ENG 1101.

ELC 1102 Applied Electricity (Old No. ELEC 102) 2 3 3

The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for trouble-shooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring.
Prerequisite: PHY 1101.

DFT 1116 Blueprint Reading: Air Conditioning 1 3 2
(Old No. DD 126)

A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade; blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and layout air conditioning systems.
Prerequisite: DFT 1122.

THIRD QUARTER

AHR 1123 Principles of Air Conditioning (Old No. AHR 123) 12 7

Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.
Prerequisite: AHR 1122.

AHR 1128 Automatic Controls (Old No. AHR 128) 3 6 5

Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.
Prerequisites: ELC 1102, AHR 1122.

PSY 1101 Human Relations (Old No. SOC 101) 3 0 3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
Prerequisite: None.

WLD 1101 Basic Gas Welding (Old No. MECH 112) 0 3 1

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver soldering, and flame cutting methods applicable to mechanical repair work.
Prerequisite: None.

FOURTH QUARTER

AHR 1124 Air Conditioning and Refrigeration Servicing (Old No. AHR 124) 3 6 5

Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.

Prerequisite: AHR 1123.

AHR 1126 All Year Comfort Systems (Old No. AHR 126) 3 6 5

Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems, and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, and electric wiring and controls are included in the study.

Prerequisites: AHR 1123, AHR 1128

MEC 1120 Duct Construction and Maintenance (Old No. MECH 120) 3 6 5

Study of various duct materials including sheet steel, aluminum, and fiber glass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on the site repairs including ducts made of fiber glass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation and ventilating hoods.

Prerequisites: DFT 1116, AHR 1123.

Corequisite: AHR 1126.

BUS 1103 Small Business Operations (Old No. SOC 103) 3 0 3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

Prerequisite: None.

AUTO BODY REPAIR

INTRODUCTION

Purpose of Curriculum

The field of automotive body repair and painting needs many more well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on the job situations. The practical experience and related training provide an ideal way to prepare the students for entry into an occupation that offers many job opportunities.

AUTO BODY REPAIR

Suggested Curriculum by Quarters

		Course Title	Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
FIRST QUARTER					
AUT	1111	Auto Body Repair	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
WLD	1101	Basic Gas Welding	0	3	1
			13	17	19
SECOND QUARTER					
AUT	1112	Auto Body Repair	3	12	7
WLD	1105	Auto Body Welding	0	3	1
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY	1102	Applied Science	3	2	4
ENG	1102	Communication Skills	3	0	3
			9	20	16
THIRD QUARTER					
AUT	1113	Metal Finishing and Painting	3	12	7
PSY	1101	Human Relations	3	0	3
AUT	1115	Trim, Glass and Radiator Repair	2	9	5
			8	21	15
FOURTH QUARTER					
AUT	1114	Body Shop Applications	3	21	10
BUS	1103	Small Business Operations	3	0	3
			6	21	13

POWER MECHANICS

AUTO BODY REPAIR

COURSE DESCRIPTIONS BY QUARTERS

FIRST QUARTER	Hours Per Week Class	Lab.	Quarter Hours Credit
AUT 1111 Auto Body Repair (Old No. AUTO 111)	3	12	7

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas.
Prerequisite: None.

MAT 1101 Fundamentals of Mathematics (Old No. MA 120)	5	0	5

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.
Prerequisite: None.

PHY 1101 Applied Science	3	2	4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.
Prerequisite: None.

ENG 1101 Reading Improvement (Old No. ENG 101)	2	0	2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.
Prerequisite: None.

WLD 1101 Basic Gas Welding (Old No. MECH 112)	0	3	1

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.
Prerequisite: None.

SECOND QUARTER

AUT 1112 Auto Body Repair (Old No. AUTO 112) 3 12 7

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting.

Prerequisites: AUT 1111, WLD 1101, PHY 1101, MAT 1101.

WLD 1105 Auto Body Welding (Old No. WELD 105) 0 3 1

Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. Safety procedures are emphasized throughout the course.

Prerequsite: WLD 1101.

DFT 1101 Schematics and Diagrams: Power Mechanics (Old No. DD 121) 0 3 1

Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

Prerequisite: None.

PHY 1102 Applied Science 3 2 4

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

Prerequisite: PHY 1101.

ENG 1102 Communication Skills (Old No. ENG 102) 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing.

Prerequsite: ENG 1101.

THIRD QUARTER

AUT 1113 Metal Finishing and Painting (Old No. AUTO 113) 3 12 7

Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools.

Prerequisites: AUT 1112, WLD 1105.

PSY 1101 Human Relations (Old No. SOC 101) 3 0 3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
Prerequsite: None.

AUT 1115 Trim, Glass and Radiator Repair (Old No. AUTO 115) 2 9 5

Methods of removing and installing interior trim; cutting, sewing and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. The student gains a thorough knowledge of the engine cooling system and repairs and replaces damaged cooling system components. Tests are made to insure normal engine cooling operation.
Prerequisites: AUT 1112, WLD 1105.

FOURTH QUARTER

AUT 1114 Body Shop Applications (Old No. AUTO 114) 3 21 10

General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.
Prerequsites: AUT 1115, PHY 1102, DFT 1101.

BUS 1103 Small Business Operations (Old No. SOC 103) 3 0 3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequsite: None.

Diploma Program

The Automotive Mechanics program of studies prepares students for entry employment as automotive mechanics. The program emphasizes practical shop experience to develop mechanical and technical skills. Related technical instruction covers the functional principles and operational characteristics of the components of a modern automobile.

Instructional units are devoted to automotive fundamentals, engines, automotive electrical and fuel systems, automotive chassis and power train units, automotive air-conditioning, chassis and suspension systems, and general repair and servicing practices. Successful completion of the program allows individuals to enter the following occupational fields:

Auto Mechanic
Parts Manager
Truck Mechanic
Maintenance Service
Dealer Service Manager
Factory Representative
Sales Technician

Montgomery Technical Institute
Automotive Mechanics Curriculum

Curriculum by Quarters

Course Title			Hours Per Week		Quarter Hours
First Quarter			Class	Lab	Credit
PME	1101	Internal Combustion Engines	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
			13	14	18
Second Quarter					
PME	1102	Engine Electrical and Fuel Systems	5	12	9
ENG	1102	Communication Skills	3	0	3
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY	1102	Applied Science	3	2	4
			11	17	17
Third Quarter					
AUT	1123	Automotive Chassis and	3	9	6
AUT	1121	Suspension Systems	3	3	4
PSY	1101	Braking Systems	3	0	3
AHR	1101	Human Relations	2	3	3
WLD	1101	Automotive Air Conditioning	0	3	1
		Basic Gas Welding	11	18	17
Fourth Quarter					
AUT	1124	Automotive Power Train Systems	3	9	6
AUT	1125	Automotive Servicing	3	9	6
BUS	1103	Small Business Operations	3	0	3
			9	18	15

MONTGOMERY TECHNICAL INSTITUTE

AUTOMOTIVE MECHANICS CURRICULUM

COURSE DESCRIPTIONS

AHR 1101 Automotive Air Conditioning

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.
Prerequisite: PHY 1102

AUT 1121 Braking Systems

A complete study of various braking systems employed on automobiles and lightweight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.
Prerequisite: PHY 1102

AUT 1123 Automotive Chassis and Suspension Systems

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment.
Prerequisite: None.

AUT 1124 Automotive Power Train Systems

Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.
Prerequisite: PHY 1102, AUT 1123

AUT 1125 Automotive Servicing

Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various components systems of the automobile. Troubleshooting of automotive systems, providing a full range of experience in testing, adjusting, repairing and replacing.
Prerequisites: AUT 1123, AUT 1121, AHR 1101, PME 1102

BUS 1103 Small Business Operations

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisites: None

DFT 1101 Schematics & Diagrams: Power Mechanics

Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

Prerequisite: None

ENG 1101 Reading Improvement

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

Prerequisite: None

ENG 1102 Communication Skills

Designed to promote effective communication through correct language usage in speaking and writing.

Prerequisite: ENG 1101

MAT 1101 Fundamentals of Mathematics

Practical number theory. Analysis of basic operations; addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.

Prerequisite: None

PHY 1101 Applied Science

An introduction to physical principles and their applications in industry. Topics in this course include systems of measurement, an introduction to the properties of solids, liquids and gases and the basic principles of force, motion, work, energy and power.

Prerequisite: None

PHY 1102 Applied Science

This is the second in a series of two courses of applied physical principles. Topics in this course include the fundamentals of electricity, the basics of heat and thermometry and the principles of light, color and sound.

Prerequisite: PHY 1101

PME 1101 Internal Combustion Engine

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.
Prerequisite: None

PME 1102 Engine Electrical and Fuel Systems

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.
Prerequisite: PME 1101
Corequisite: PHY 1102

PSY 1101 Human Relations

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
Prerequisite: None

WLD 1101 Basic Gas Welding

Welding demonstration by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silversoldering, and flame-cutting methods applicable to mechanical repair work.
Prerequisite: None

ELECTRICAL INSTALLATION AND MAINTENANCE

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. It is expected that the total requirements for electrical tradesmen will reach 700,000 by 1970. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This curriculum guide will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through upgrading courses offered in the center.

ELECTRICAL INSTALLATION AND MAINTENANCE

Suggested Curriculum By Quarters

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
ELN	1118	Industrial Electronics	3	7	5
ENG	1101	Reading Improvement	2	0	2
MAT	1101	Fundamentals of Mathematics	5	0	5
ELC	1124	Residential Wiring	2	5	4
DFT	1110	Blueprint Reading and Building Trades	0	3	1
BUS	1103	Small Business Operations	3	0	3
			15	15	20
SECOND QUARTER					
ELN	1119	Industrial Electronics	2	6	4
ENG	1102	Communication Skills	3	0	3
DFT	1113	Blueprint Reading and Electrical	0	3	1
MAT	1115	Electrical Mathematics	5	0	5
PHY	1101	Applied Science	3	2	4
			13	11	17
THIRD QUARTER					
ELC	1112	Direct and Alternating Currents	5	12	9
ELC	1125	Commercial and Industrial Wiring	3	6	5
			8	18	14
FOURTH QUARTER					
ELC	1113	Alternating Current and Direct Current Machines and Controls	5	12	9
PSY	1101	Human Relations	3	0	3
WLD	1104	Basic Welding	2	2	3
			10	14	15

ELECTRICAL INSTALLATION AND MAINTENANCE

COURSE DESCRIPTIONS

ELN 1118 Industrial Electronics

Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes and other applications.

ELN 1119 Industrial Electronics

Basic industrial electronics systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyratron tubes, and other basic types of systems, commonly found in most industries.
Prerequisite: ELN 1118

ENG 1101 Reading Improvement

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.
Prerequisite: None

ENG 1102 Communication Skills

Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: ENG 1101

MAT 1101 Fundamentals of Mathematics

Practical number theory. Analysis of basic operations; addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages ratio and proportion. Plane and solid geometric figures used in industry; measurement, of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.
Prerequisite: None

MAT 1115 Electrical Math

A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.
Prerequisite: None

ELC 1124 Residential Wiring

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications, such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.
Prerequisites: ELC 1113, DFT 1110

ELC 1112 Direct and Alternating Currents

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.
Prerequisite: None

ELC 1113 Alternating Current and Direct Current Machines and Controls

Provides fundamental concepts in single and polyphase alternating current circuits voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: Thermostats, times, or sequencing switches.
Prerequisite: ELC 1112, MAT 1115

ELC 1125 Commercial and Industrial Wiring

Layout, planning and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.
Prerequisites: ELN 1118, ELC 1124

DFT 1110 Blueprint Reading and Building Trades

Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.
Prerequisite: None

DFT 1113 Blueprint Reading and Electrical

Interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.
Prerequisite: DFT 1110

BUS 1103 Small Business Operations

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: None

PHY 1101 Applied Science

An introduction to physical principles and their application in industry. Topics in this course include measurement: properties of solids, liquids, and gases; basic electrical principles.
Prerequisite: None

PHY 1102 Applied Science

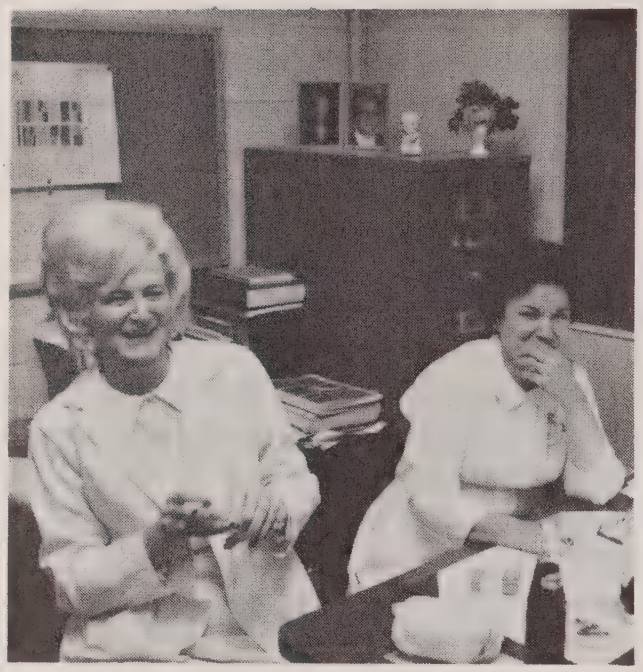
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.
Prerequisite: PHY 1101

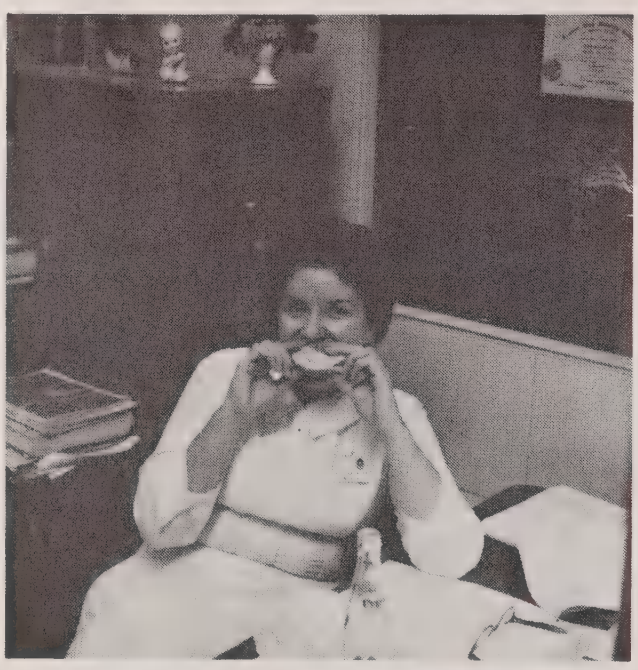
PSY 1101 Human Relations

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
Prerequisite: None

WLD 1104 Basic Welding

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver soldering, arc and gas-arc welding methods applicable to mechanical repair work.
Prerequisite: None





PRACTICAL NURSE EDUCATION

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, the State Department of Community Colleges, in conjunction with local hospitals, administers programs of practical nurse education in local systems, community colleges, technical institutes and in industrial education centers throughout the state.

The aim of the Practical Nurse Education Program is to make available to qualified persons the opportunity to prepare for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Students are selected on the basis of demonstrated aptitude for nursing as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examination.

Throughout the one-year program the student is expected to grow continuously in acquisition of knowledge and understandings related to nursing, the biological sciences, the social sciences and in skills related to nursing practice, communications, interpersonal relations, and use of good judgement. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

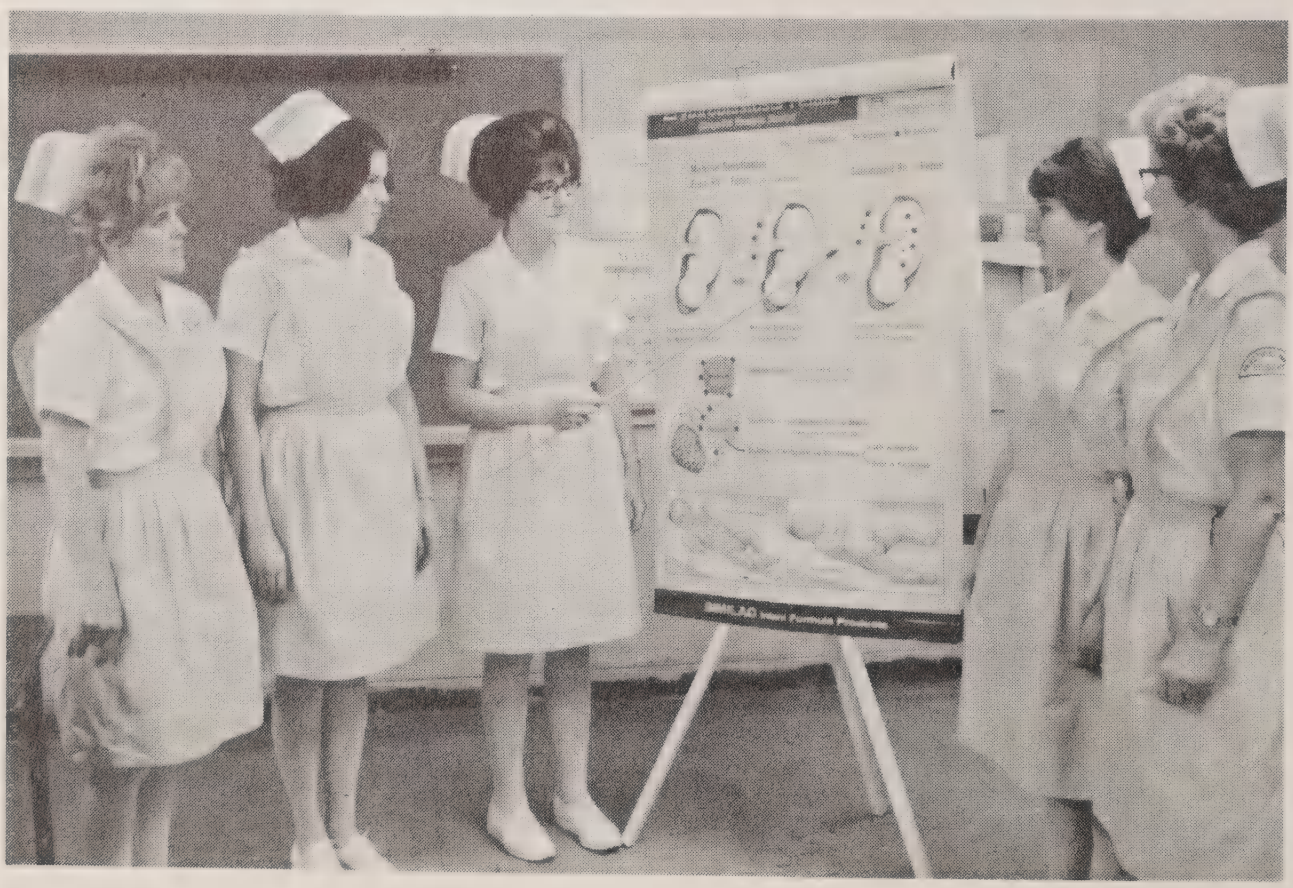
Graduates of accredited programs of practical nurse education are eligible to take the licensing examination given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and, in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and-or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

Job requirements for the Licensed Practical Nurse include suitable personal characteristics, ability to adapt knowledge and understandings or nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

Curriculum by Quarters

	Hours Per Week			Quarter Hours Credit
	Class	Lab.	Clinic	
FIRST QUARTER				
Practical Nursing I	18	3	3	20
SECOND QUARTER				
Practical Nursing II	12	3	21	20
THIRD QUARTER				
Practical Nursing III	12	0	24	20
FOURTH QUARTER				
Practical Nursing IV	12	0	24	20



PRACTICAL NURSE EDUCATION

COURSE DESCRIPTIONS BY QUARTERS
FIRST QUARTER

PRACTICAL NURSING I

Objectives: To assist beginning students in practical nursing to acquire basic knowledge from nursing and from related areas of learning and to begin to develop the skills needed for safe and effective bedside care of patients whose health deviation has created a state of dependency in matters of daily living.

Course Material:
Nursing-History; introduction to patient care.
Health-Personal, physical and mental; family; community.
Basic Science-Body structure and function; bacteriology; basic nutrition.

Vocational Adjustments-Introduction to ethics and legal aspects of nursing.

Communications and Human Relations.
Classroom activities are planned to assist students in development of knowledge, understanding appreciations, and attitudes basic to effective nursing of patients of all ages and backgrounds with nursing needs arising both from the individuality of the patient and from inability for self-care as a result of a health deviation. The student is encouraged to develop beginning skills in analysis of patient needs, both through classroom study of hypothetical patient situations and through planned patient experiences in the clinical environment. Beginning skills in nursing methods are developed through planned laboratory experiences, followed by related practice in actual patient care.

Clinical activities provide introduction to actual patient care through selected clinical assignments requiring application of current classroom and laboratory learnings.

Prerequisite: Admission requirements

SECOND QUARTER

PRACTICAL NURSING II

Objectives: To assist practical nursing students to acquire further knowledge and understanding and to develop further skills needed for rendering safe and effective nursing care to patients of all ages.

Course Material:
Medical-Surgical Nursing--Patient care; therapeutic methods, including administration of oral medication.

Introduction to Maternity Nursing.

Introduction to Nursing the Sick Child.

Communications and Human Relations

Classroom activities center around analysis of nursing needs as viewed in perspective with the needs arising from the individuality of the patient and from the illness condition. Related information is presented as it is relevant to the student's understanding of and ability to meet nursing needs of patients.

Clinical activities provide selected experiences in patient care in order for the student to develop skill in applying classroom learnings to a variety of patient situations.

Prerequisite: Practical Nursing I

THIRD QUARTER

PRACTICAL NURSING III

Objectives: To assist practical nursing students to acquire knowledge of common disease conditions and to develop beginning skills in rendering safe and effective nursing care to patients of all ages with specific needs arising from the illness and-or therapy.

Course Material:

Common Medical-Surgical Conditions

Care of the Subacutely-Ill Child.

Care of Maternity Patient and Newborn Infant with Complications.

Classroom activities center around analysis of nursing needs arising from the specific illness condition and the medical plan.

Clinical activities consist of guided experiences in nursing patients with conditions which illustrate classroom learnings.

Prerequisite: Practical Nursing II

FOURTH QUARTER

PRACTICAL NURSING IV

Objectives: To assist advanced practical nursing students to acquire knowledge of needs of patients who are seriously ill, to develop beginning skills in assisting the registered nurse and-or physician in complex nursing situations, and to make the transition to the role of graduate practical nurse.

Course Material:

Needs of the Seriously-Ill Patient

Needs of Patients in Immediate Post-Operative Period

Needs of the Labor Patient

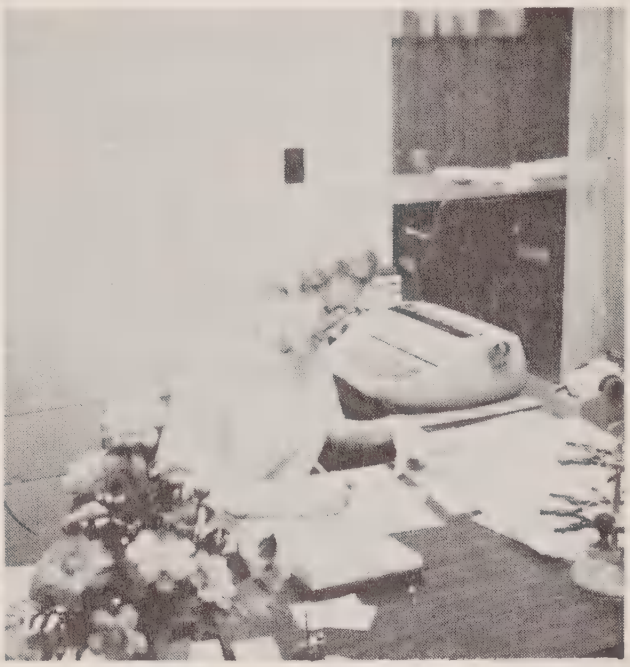
Needs of the Seriously-Ill Child

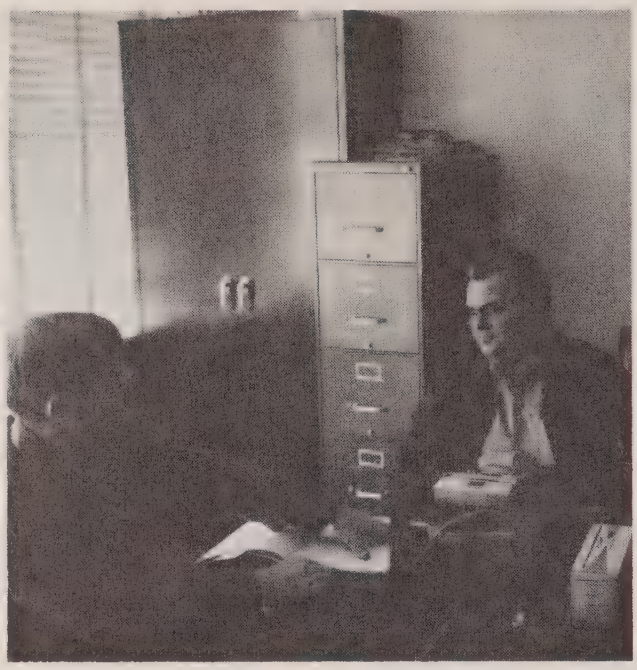
Assuming the Role of Graduate Practical Nurse

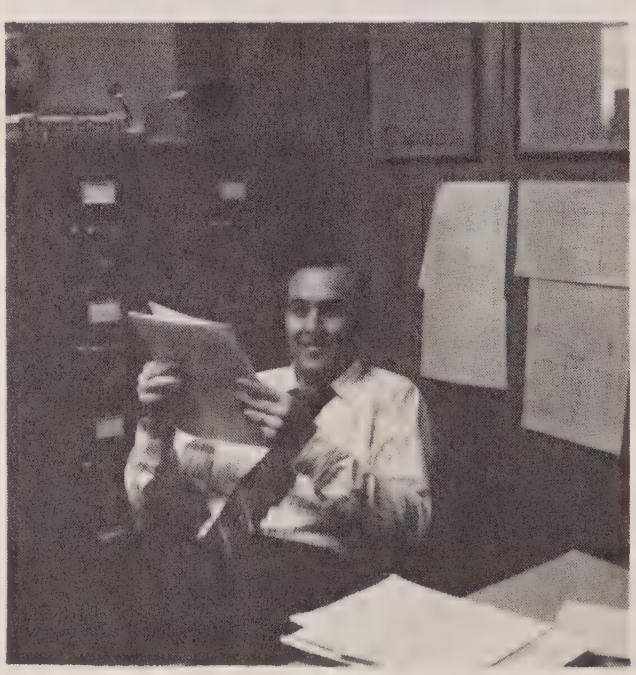
Classroom activities center around the needs of seriously-ill patients of all ages, of labor patients, and of patients immediately following surgery.

Clinical activities consist of guided experiences in the care of seriously-ill patients, labor patients, and surgery patients, and is planned to parallel classroom learnings whenever possible.

Prerequisite: Practical Nursing III







LIGHT CONSTRUCTION

Our world population is growing continuously. The construction industry is hard pressed to meet the needs of this rapidly expanding population.

The Light Construction student is exposed to the various aspects of basic construction. General Masonry is approached so that the graduate will have an understanding of the various uses of masonry in construction from the ground up.

Carpentry is covered thoroughly from rough framing to cabinet making and trim work. A well equipped woodworking shop is provided so that students gain experience with a wide range of woodworking machinery.

Electrical and mechanical installations are covered so that students are made aware of the problems of several trades working together to build a finished structure.

The students are exposed to a variety of related subjects such as math, blueprint reading, specifications, estimating and small business operations.

LIGHT CONSTRUCTION

Suggested Curriculum by Quarters

			Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER					
ENG	1101	Reading Improvement	2	0	2
MAT	1101-a	Fundamentals of Math I	5	0	5
DFT	1110	Blueprint Reading-Building Trades	3	0	3
BUS	1101	Small Business Operation	3	0	3
MAS	1101	General Masonry	5	12	9
			18	12	22
SECOND QUARTER					
ENG	1102	Communications	2	0	2
MAT	1101-b	Fundamentals of Math	5	0	5
ELC	1123	Electrical Installation	1	2	3
DFT	1111	Blueprint Reading & Sketching	3	0	3
CAR	1101-a	Carpentry I	5	12	9
			16	14	22
THIRD QUARTER					
CAR	1101-b	Carpentry II	5	15	9
DFT	1145	Specifications & Contracts	1	0	1
PUL	1115	Plumbing Installations	2	4	4
	Elective	(related)	3	0	3
			11	19	17
FOURTH QUARTER					
PSY	1101	Human Relations	3	0	3
MAT	1114	Construction Estimating	3	0	3
MEC	1136	Mechanical Installation	1	4	3
CAR	1101-c	Residential & Commercial Construction	0	20	12
			7	24	21

COURSE DESCRIPTIONS
LIGHT CONSTRUCTION

ENG 1101 Reading Improvement

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden and to train for comprehension in larger eye coordination and word group recognition and to train for comprehension in larger units.
Prerequisite: None

ENG 1102 Communications

Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: ENG 1101

MAT 1101-a Fundamentals of Math

Practical number theory. Analysis of basic operations; addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometrics figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.
Prerequisite: None

MAT 1101-b Fundamentals of Math

Continuation of MAT 1101-a

MAT 1114 Construction Estimating

This is a practical mathematics course in estimating costs from prints and specifications especially for the electrical and plumbing installations. Other problems are selected to insure the mastery of the basic principles of mathematics essential to the electrical and plumbing trades.
Prerequisite: MAT 1101-b

DFT 1110 Blueprint Reading-Building Trades

Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.
Prerequisite: None

DFT 1111 Blueprint Reading & Sketching

Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, walls, elevations, chimneys, fireplaces, arches, and cavity wall construction. Development of proficiency in making three view and pictorial sketches.

DFT 1145 Specifications & Contracts

The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect contractor responsibilities, duties and mutual protection.
Prerequisite: DFT 1111

PSY 1101 Human Relations

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
Prerequisite: None

BUS 1101 Small Business Operation

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: None

MAS 1101 General Masonry

Layout and erection of reinforced grouted brickmasonry lintels, fireplaces glazed tile, panels, decorative stone, granite, marble, adhesive term cotta and modular masonry construction theory and techniques.
Prerequisite: None

CAR 1101-a Carpentry I

A brief history of carpentry and the present trends of the construction industry. The course will involve operation, care and safe use of carpenter's handtools and power tools in cutting, shaping, and joining construction materials used in carpentry work.

CAR 1101-b Carpentry II

Major topics of study will include theoretical and practical applications involving; materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.
Prerequisite: CAR 1101-a

CAR 1101-c Residential & Commercial Construction

The use of modern materials and their application in todays building steel, wood and plastic finishes, color combinations, comparisons, and the uses of these materials and processes in the job site. Field trips to see the actual materials being used should be taken.
Prerequisite: CAR 1101-b

ELC 1123 Electrical Installation

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

Prerequisite: DFT 1110

PUL 1115 Plumbing Installations

The students are introduced to the tools, fittings, and equipment used by plumbers. They spend considerable time learning to handle these materials and tools correctly by: cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices, the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installations.

Prerequisite: None

MEC 1136 Mechanical Installation

The building mechanic is known as a general handyman or utility repairman. He needs the tools of the several trades to install and adjust mechanical equipment such as air conditioning and heating, connect electrical motors and switches. He maintains floor work, brick and plaster walls, windows, doors and maintains locks, plumbing and other hardware.

Prerequisite: None

POTTERY PRODUCTION

The Pottery Production program is a four quarter curriculum designed to prepare men and women for gainful employment in pottery or pottery related fields.

This curriculum takes the practical approach of correlating theoretical concepts of learning with manipulative skills. This is accomplished by integrating theory and skills into one practice of a manipulative nature. The curriculum may be implement as a unit operation with instruction and laboratory practice in each quarter. Individual courses representing various subjects lose their identity in this design; however, each area of instruction is included as a part of the unit rather than as a separate course.

Cooperative work experience is provided during the second, third, and fourth quarters in order to give students experience of working in an actual pottery production situation while under the supervision of a pottery instructor. Students will be required to serve in any of the capacities of work required in pottery making that is deemed appropriate for the student's skill and aspirations. Learning-by-doing activities will be planned by the pottery maker and instructor for students engaged in the cooperative work experiences. These activities will start with simple routine procedure and build toward the more complex activities required in pottery production.

POTTERY PRODUCTION
Suggested Curriculum by Quarters

	Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER				
CER 1001	Pottery I Ceramic Materials, Procedures, and Techniques	9	18	15
SECOND QUARTER				
CER 1002	Pottery II Ceramic Materials, Procedures, and Techniques	7	18	13
CER 1005	Pottery Practicum I	0	15	2
		7	33	15
THIRD QUARTER				
CER 1003	Pottery III Ceramic Materials, Procedures, and Techniques	7	18	13
CER 1006	Pottery Practicum II	0	15	2
		7	33	15
FOURTH QUARTER				
CER 1004	Pottery IV - Advanced Ceramic Materials, Glaze Theory, Calculations, & Kiln Design	7	18	13
CER 1007	Pottery Practicum III	0	15	2
		7	33	15
	Total Quarter Hours in Courses			60

POTTERY PRODUCTION
COURSE DESCRIPTIONS BY QUARTERS

CER 1001 Pottery I Ceramic Materials, Procedures, and Techniques

This is an introductory course in the study of pottery production. Clay conditioning and techniques of throwing are introduced. Practice in throwing is emphasized to gain manipulative skills. The preparation and application of glazes are also part of the course. A study of kilns including basic types and methods of constructions with the students engaging in the actual building of a kiln is included. Organization of the ceramic shop with emphasis upon planning for efficient production is part of the course.

CER 1002 Pottery II Ceramic Materials, Procedures, and Techniques

This course requires more intensive experience in disciplined throwing. A general study of ceramic raw materials and supply sources will be included with an emphasis placed upon the study of clay composition and formulation. The glaze calculation process is studied by the student actually engaging in experimentation and exploration of various glaze compositions. The kiln stacking process includes students stacking bisque and glaze kilns and observing the actual firing process demonstrated by the instructor. Students develop a "shop routine" that is coordinated to the actual pottery making and drying process.

CER 1005 Pottery Practicum I

This course consists of one quarter of supervised cooperative work experience of approximately eleven weeks at fifteen hours each week, or approximately 165 total hours awarding two quarter hours credit. The objective of this course is to provide the student-before graduation from Pottery Making-a working practice in an environment in which he will experience after graduation and upon employment. This period of time will enable the student to use the equipment and perform the processes and services required of his specialty under close supervision and with responsibilities commensurate with his capabilities. The cooperative work experience period will be carefully planned and closely supervised by both the educational institution where the student is enrolled and the agency or business where the student is involved in cooperative experience. An official agreement among the educational institution, the student, and the agency or business will provide for a programmed sequence of activities to be performed by the student with supervisory responsibilities for the educational elements of the work clearly defined.
Prerequisite: Consent

CER 1003 Pottery III Ceramic Materials, Procedures and Techniques

This course includes continued discipline in throwing with emphasis placed upon making matching sets and individually-designed functional ware. The student will be introduced to coil and slab pottery. The techniques of surface decorations in conjunction with glazes is developed. The study also includes using the pug mill to prepare clay from dry raw materials and the actual firing of the kiln individually by each student.

CER 1006 Pottery Practicum II

Same as Pottery Practicum I

CER 1004 Pottery IV Advanced Ceramic Materials, Glaze Theory, Calculations, and Kiln Design

This course emphasizes advanced throwing techniques with each student designing a matching set of dinnerware, plates, bowls, cups, saucers, mugs, tea pots, coffee pot, sugar bowl and creamer as well as learning to throw off the hump. A significant amount of time is allocated to the mass production of pottery; students address themselves to the following areas: shop layout and design, mass production techniques, staff utilization, time study, pricing and selling wares.

CER 1007 Pottery Practicum III

Same as Pottery Practicum I

PRACTICAL RADIO AND TELEVISION REPAIR

INTRODUCTION

Purpose of Curriculum

This suggested curriculum was written primarily for the purpose of providing certain individuals an opportunity to gain a measure of skill in radio and television repair by attending class on a part-time basis during the evening hours. A major objective of curriculum is to focus on the specialty subject area with related information introduced at the appropriate time in order for the student to gain maximum benefit from learning the learning experience.

General Information

This curriculum provides for a total of 396 clock hours of instruction. When offered on a part-time basis in the evening school, it consists of six quarters of instruction and covers a time space of eighteen months.

Job Description

Graduates of this program working under supervision of experienced radio and television repairmen will test and troubleshoot circuitry, install replacement parts and perform other routine service operations as directed. Through experience and additional study in depth, graduates of this program may acquire the knowledge and develop the necessary skills to become proficient in diagnosing and servicing radio and television sets.

INDUSTRIAL OCCUPATIONS

PRACTICAL RADIO AND TELEVISION REPAIR

SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER			
ELN 1104 Fundamentals of Electronics I	2	2	3
EDU 1032 Related Science	2	0	2
	4	2	5
SECOND QUARTER			
ELN 1105 Fundamentals of Electronics II	2	2	3
EDU 1033 Related Science	2	0	2
	4	2	5
THIRD QUARTER			
ELN 1106 Amplifier Systems and Servicing	2	3	3
EDU 1034 Related Science	1	0	1
	3	3	4
FOURTH QUARTER			
ELN 1107 Practical Radio Servicing	2	4	4
FIFTH QUARTER			
ELN 1115 Television Receiver Circuits and Servicing I	2	4	4
SIXTH QUARTER			
ELN 1116 Television Receiver Circuits and Servicing II	2	4	4
TOTAL QUARTER HOURS			**23**
TOTAL CONTACT HOURS			**396**

INDUSTRIAL OCCUPATIONS

PRACTICAL RADIO AND TELEVISION REPAIR

COURSE DESCRIPTION BY QUARTERS

	Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER			
ELN 1104 Fundamentals of Electronics I	2	2	3

A study of the structure of matter and the electron theory. The relationship between voltage, current, and resistance in series, parallel, and series parallel circuits will be introduced. Fundamental concepts of alternating current flow, including a study of resistors, capacitors, coils, and transformers and sources of AC and DC potentials are studied in the course.

EDU 1032 Related Science	2	0	2

Through practical learning experiences, the student will develop a measure of skill in the following: interpreting component symbols, fundamental electronics math for circuit analysis and color coding identification of components.

SECOND QUARTER

ELN 1105 Fundamentals of Electronics II	2	2	3

An introduction to vacuum tubes, diodes, and transistors. The theory, characteristics, and operation of vacuum tubes and transistors in simple voltage amplifiers and power supplies are covered in the course.

EDU 1033 Related Science	2	0	2

In this course the student will gain knowledge in reading amplifier schematic diagrams, and develop skills in the reading and interpretation of service information.

THIRD QUARTER

ELN 1106 Amplifier Systems and Servicing	2	3	3

An introduction to the types of amplifier circuits used in monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. Servicing techniques will also be studied.

EDU 1034 Related Science 1 0 1

Through practical learning experiences, the student will develop skills in the use of schematics, mathematical notations and calculations necessary for servicing and replacing parts, and the interpretation of service manual data.

FOURTH QUARTER

ELN 1107 Practical Radio Servicing 2 4 4

A study of the principles of radio reception and practices of servicing; included are block diagrams of AM, FM, and FM multiplex receivers; resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components, and the alignment of AM and FM receivers.

FIFTH QUARTER

ELN 1115 Television Receiver Circuits and Servicing I 2 4 3

A study of the principles of television receivers; included will be a study of the makeup of the television signal, block diagram analysis of monochrome and color television receivers, plus the characteristics of monochrome and color cathode ray tubes. Techniques of trouble-shooting and repair of television receivers with the proper use of associated test equipment will be stressed.

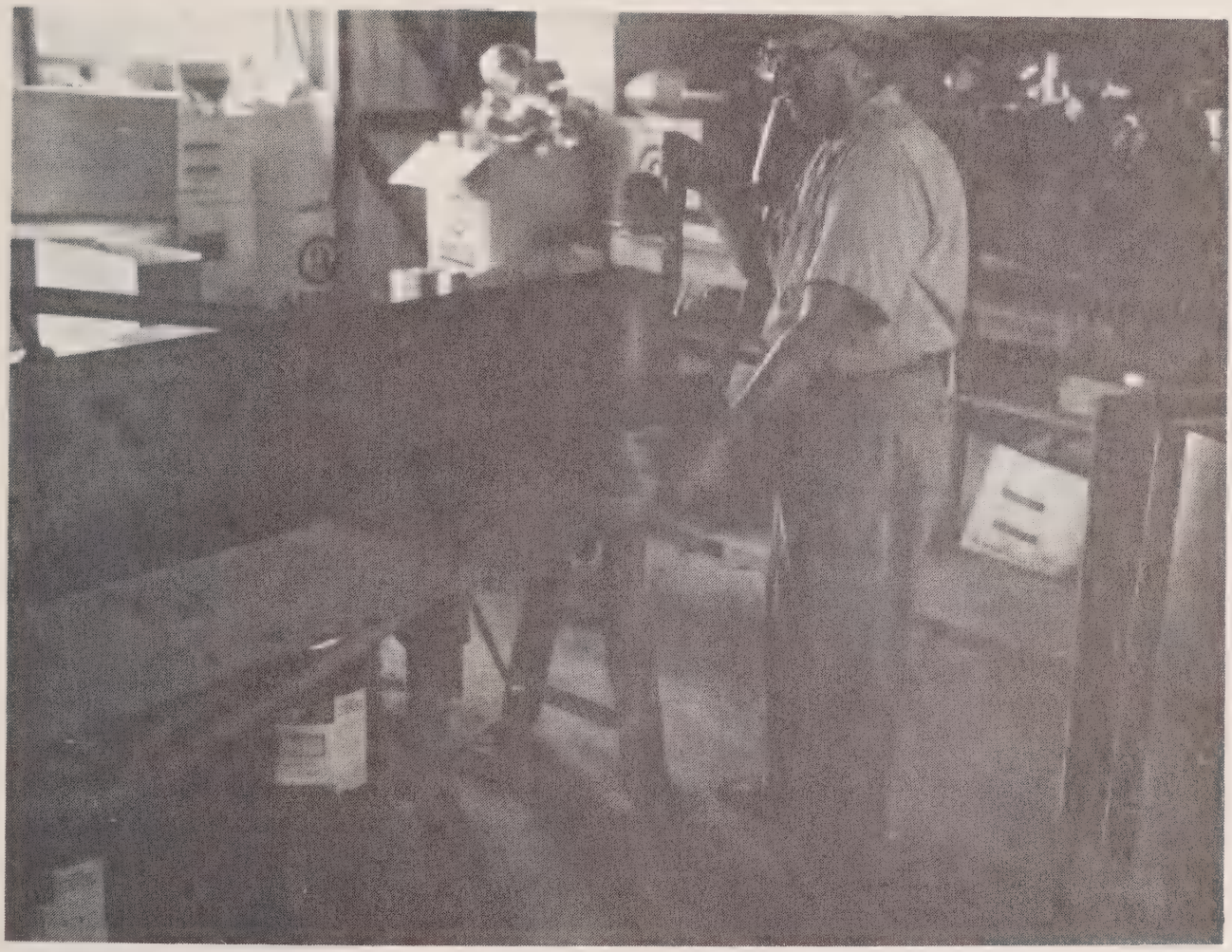
SIXTH QUARTER

ELN 1116 Television Receiver Circuits and Servicing II 2 4 4

This is a continuation of Television Receiver Circuits and Servicing I. This course will dwell in greater detail with the theory of operation, of color television circuitry. Specialized servicing techniques required for color television, including color television set-up techniques by use of the vectorscope; and the color bar generator will be stressed.

SHEETMETAL

INTRODUCTION



Purpose of Curriculum

This program guide has been prepared to assist advisory committees and other personnel in planning and developing appropriate courses for students to enter the trade and for workers now employed in the sheet metal industry. Within the next decade numerous employees will be required for replacements not counting the many now needed for the expanding air conditioning industry.

The content of this program is designed to give the student a sound foundation in sheet metal layout, a knowledge of metals, various methods and adequate practice in fabrication.

The sheet metal workers and layout draftsmen are involved in an industry that is centered around construction and manufacturing. Workers install ducts which are used in ventilating, air conditioning, tobacco processing plants, and other systems requiring movement of air. They also fabricate and install roofing, siding, flashing, venting, commercial stainless steel kitchen equipment, cabinets, partitions, store fronts, metal framework for advertising signs, and structures used for material movement and collection.

SHEETMETAL
(Suggested Curriculum by Quarters)

Course Title	Hours Per Week Class	Lab.	Qtr. Hrs.	Contact Hours
FIRST QUARTER				
MEC 1141 Sheet Metal I	3	15	8	198
MAT 1101 (a) Fundamentals of Math	3	0	3	33
MEC 1145 Measurement & Layout	1	3	2	44
PHY 1101 Applied Science	3	2	4	55
	10	20	17	330
SECOND QUARTER				
MEC 1142 Sheet Metal II	3	15	8	198
MAT 1101 (b) Fundamentals of Math	3	0	3	33
ENG 1102 Communication Skills	3	0	3	33
PHY 1102 Applied Science	3	2	4	55
	12	17	18	319
THIRD QUARTER				
MEC 1143 Sheet Metal III	3	15	8	198
AHR 1123 Prin. of Air Conditioning	3	3	4	66
PSY 1101 Human Relations	3	0	3	33
MAT 1130 Sheet Metal Math	3	0	3	33
Elective				
	12	18	18	330
FOURTH QUARTER				
MEC 1144 Sheet Metal IV	3	15	8	198
BUS 1103 Small Bus. Operations	3	0	3	33
WLD 1108 Welding Processes	1	3	2	44
Elective				
Elective				
	10	20	18	330

SHEETMETAL

COURSE DESCRIPTIONS BY QUARTERS

Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit	Contact Hours
FIRST QUARTER				
MEC 1141 Sheet Metal I	3	15	8	198

This course is designed to equip the sheet metal worker with the necessary technical knowledge to allow the trainee to become proficient in principles and practices of sheet metal layout and fabrication. The related mathematics, blueprint reading, sketching, drawing of layouts, and the using of the tools of the trade are correlated in planning and producing the basic projects. Surface development methods of prisms and other geometrical objects by the parallel line method are used to develop the projects. Spray painting of various production finishes is taught along with the different methods of corrosion prevention by using protective coatings.
Prerequisite: None.

MAT 1101 (a) Fundamentals of Math	3	0	3	33

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio and proportion as applied to the building trades.
Prerequisite: None

MEC 1145 Measurement and Layout	1	3	2	44

A basic course that covers measuring and layout tools common to the metal industries; principles of orthographic projection; parallel and radial methods of development and their application to layout work; and the measurement and layout of edges, seams, and notches. Step-by-step procedures for the development of patterns; for intersections of cylinders; rectangular and round tanks, etc.
Prerequisite: None.

PHY 1101 Applied Science	3	2	4	55

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.
Prerequisite: None.

SECOND QUARTER

MEC 1142 Sheet Metal II 3 15 8 198

A comprehensive knowledge of the principles of radial line development is obtained through this course. Drawings and fabrication of various fittings are made by using the round pipe parallel line development method, various conical objects using radial line method, and transition pieces using triangulation method. A brief written description of the procedure used in laying out and fabricating the fitting is necessary. Miscellaneous sheet metal fittings are developed and made in the shop. Weather caps, suction hook-ups, dust collectors and various ventilation systems are examples of these principles. Applied mathematics is used in determining the areas, volumes of air and other problems.
Prerequisite: MEC 1141

MAT 1101 (b) Fundamentals of Math 3 0 3 33

Plane and solid geometric figures using industrial applications; measurement of surfaces and volumes. Introductions to algebra using formulas applicable to the building trades. Practice in depth using related problems.
Prerequisite: MAT 1101 (a)

ENG 1102 Communication Skills 3 0 3 33

Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: ENG 1101 or equivalent.

PHY 1102 Applied Science 3 2 4 55

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.
Prerequisite: PHY 1101.

THIRD QUARTER

MEC 1143 Sheet Metal III 3 15 8 198

A study is made of working drawings, detailing, and layout for domestic and commercial installations; projects and fittings for exhaust, blow-pipe, and refuse collecting systems; the application of sheet metal formulas are used in determining the area and volume of various fittings and projects.

A thorough understanding of the principles of triangulation, the method used to lay out patterns of irregular objects is developed. Skill in pattern development is acquired through the layout methods used for a variety of fittings and objects to be made in the shop, such as square-to-rounds, Y-branches, shoe tees, dust collectors, fume hoods and other transitions.
Prerequisite: MEC 1142

AHR 1123 Principles of Air Conditioning 3 3 4 66

Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.

Prerequisite: MEC 1141, MEC 1142.

PSY 1101 Human Relations 3 0 3 33

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

Prerequisite: None.

MAT 1130 Sheet Metal Math 3 0 3 33

This course covers mathematical principles and concepts, along with selected related problems, in the general field of sheet metal. The mathematical areas covered include: linear, angular, area and volume measure; common and decimal fractions; formulas; equations and graphs.

Prerequisite: MAT 1101 (a).

FOURTH QUARTER

MEC 1144 Sheet Metal IV 3 15 8 198

An advanced study is made by developing working drawings and layout patterns for intricate articles, fittings, and projects in all branches of sheet metal work. Projects such as, rectangular-to-round double offset, psychrometric processes and charts, elbows, boots, estimating for air conditioning, such as cooling and heating loads. A brief description of the procedure used in laying out or estimating the problems is required when these layouts are made and when short cuts are stressed in developing skills that save time, materials and effort.

Prerequisite: MEC 1143

BUS 1103 Small Business Operations 3 0 3 33

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

Prerequisite: None

WLD 1108 Welding Processes 1 3 2 44

A course offering instruction in the principles and processes of fastening or joining various sheet metals by welding. Techniques and trade terms are learned. The welding of sheetmetal materials such as aluminum, stainless steel and copper by the inert gas and spot welding methods are practiced.

Prerequisite: None

ELECTIVES

MEC 1146 Special Problems-Layout & Installation 3 15 8 198

This course provides experiences of layout using industrial methods by drawing the design to scale or full size on pattern paper or directly on the sheet metal. The various sheet metal patterns are layed out by the parallel, radial line, and the triangulation methods. Patterns for a selected group of typical jobs are laid out and the jobs fabricated and installed when advisable.

Prerequisite: MEC 1141-1144

MAT 1104 Trigonometry 3 0 3 33

Trigonometric ratios; solving problems with right triangles, using tables and interpolating; solution of oblique triangles using law of sines and law of cosines; graphs of the trigonometric functions; inverse functions, trigonometric equations. All topics are applied to practical problems.

Prerequisites: MAT 1101 (a), MAT 1101 (b)

MEC 1115 Characteristics of Metals I 3 0 3 33

Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steel, classification of steels, and cast iron will be topics for study.

Prerequisite: None.

MEC 1116 Characteristics of Metals II 3 0 3 33

Continuation of the study of physical metallurgy. The non-ferrous metals: bearing metals, (brass, bronze, lead), light metals (aluminum and magnesium), and copper and its alloys are studied. Powder metallurgy, titanium, zirconium, indium, vanadium, and also plastics are included in this course.

Prerequisite: MEC 1115.

DFT 1116 Blueprint Reading (Air Conditioning) 1 3 2 44

A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade; blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and layout air conditioning systems.

Prerequisite: DFT1104

ISC 1101 Industrial Safety 3 0 3 33

A study of the development of Industrial Safety; accident occurrence and prevention; analysis of accident causes and costs; basic factors of accident control; safety education and training; accident reporting and records; employer and employee responsibility; safety organizations; first aid; mechanical safeguards; personal protective equipment use; materials handling; fire prevention and protection; safety codes; and accident statistics.

Prerequisite: None.

DFT 1104 Blueprint Reading 3 0 3 33

Interpretation and reading of blueprints. Information on the basic principles of blueprint; lines, views, dimensioning procedures and notes.

Prerequisite: None.

Course Title	Hours Per Week Class	Lab.	Qtr. Hrs.	Contact Hours
ELECTIVES				
MEC 1146 Special Problems-Layout & Installation	3	15	8	198
MAT 1104 Trigonometry	3	0	3	33
MEC 1115 Characteristics of Metals I	3	0	3	33
MEC 1116 Characteristics of Metals II	3	0	3	33
DFT 1116 Blueprint Reading (Air Cond.)	1	3	2	44
ISC 1101 Industrial Safety	3	0	3	33
DFT 1104 Blueprint Reading	3	0	3	33

Note: Sheet Metal classes will consist of both **Drafting Layout** in the **Drawing Room** and **Shop Experiences.**

TECHNICAL SPECIALTY PROGRAMS

NURSES' ASSISTANT

PRACTICAL STRUCTURAL MACHINIST

UPHOLSTERY

GENERAL INFORMATION for TECHNICAL SPECIALTY PROGRAMS

Certificate:

Upon Completion Of The 330 Hours And The Attainment Of The Required Skills The Student Is Awarded The Technical Specialty Certificate.

Admission:

Anyone 18 Years Old Or Older May Be Admitted To The Technical Specialty Programs.

NURSES' ASSISTANT

To help the student develop awareness of the scope of the health field and beginning understanding of health facilities, modern nursing, and the role of the Nurses' Assistant. To help the student develop understanding of common effects of illness of patient, family, and community, and beginning skills in helping patients adjust to illness and-or hospitalization. To help the student develop beginning skill in making reliable observations on patients and in reporting to appropriate nursing personnel.

The purpose is also to help the student develop understanding of medical asepsis, safety, and emergency situations in relation to the role of the Nurses' Assistant. To help the student develop beginning skill in the performance of nursing procedures related to care of the isolated patient, in carrying out orders for unsterile irrigations and simple therapeutic measures, and in meeting selected needs of the surgical patient. Also, the purpose is to help the student make the transition to a fully responsible employee role, fulfill citizenship responsibilities as a wage-earner, and set personal standards for quality performance as a member of the nursing team.

COURSE OUTLINE

Unit I: Introduction To Role Of The Nurses' Assistant
- Lesson 1: Trends in Nursing
- Lesson 2: Modern Health
- Lesson 3: Modern Nursing
- Lesson 4: The Nurses' Assistant Today

Unit II: Understanding Effects Of Illness
- Lesson 1: Common Effects of Illness
- Lesson 2: Common Reactions to Hospitalization
- Lesson 3: Aiding Adjustment to Illness and-or Hospitalization

Unit III: Making Observations On Patients
- Lesson 1: How to Make Reliable Observations
- Lesson 2: How to Observe Respiratory and Circulatory Function
- Lesson 3: How to Measure Body Temperature
- Lesson 4: How to Observe Body Specimens
- Lesson 5: General Observations to be Reported

Unit IV: Safety Measures In Care of the Sick
- Lesson 1: Medical Aspects
- Lesson 2: Fundamentals of Safety in Patient Care
- Lesson 3: Internal Disaster
- Lesson 4: External Disaster

Unit V: Measures to Promote The Patient's Comfort
- Lesson 1: Care of the Patient's Unit
- Lesson 2: Assisting the Patient with Personal Hygiene
- Lesson 3: Maintaining the Patient's Body Function
- Lesson 4: Diversional Activities

Unit VI: Measures Related To The Patient's Illness
- Lesson 1: Care of the Patient in Isolation
- Lesson 2: Irrigations
- Lesson 3: Heat and Cold
- Lesson 4: Procedures Related to the Surgical Patient

Unit VII: Becoming a Hospital Employee
- Lesson 1: Being a Responsible Wage Earner
- Lesson 2: Applying for and Resigning from a Position
- Lesson 3: Maintaining High Standards

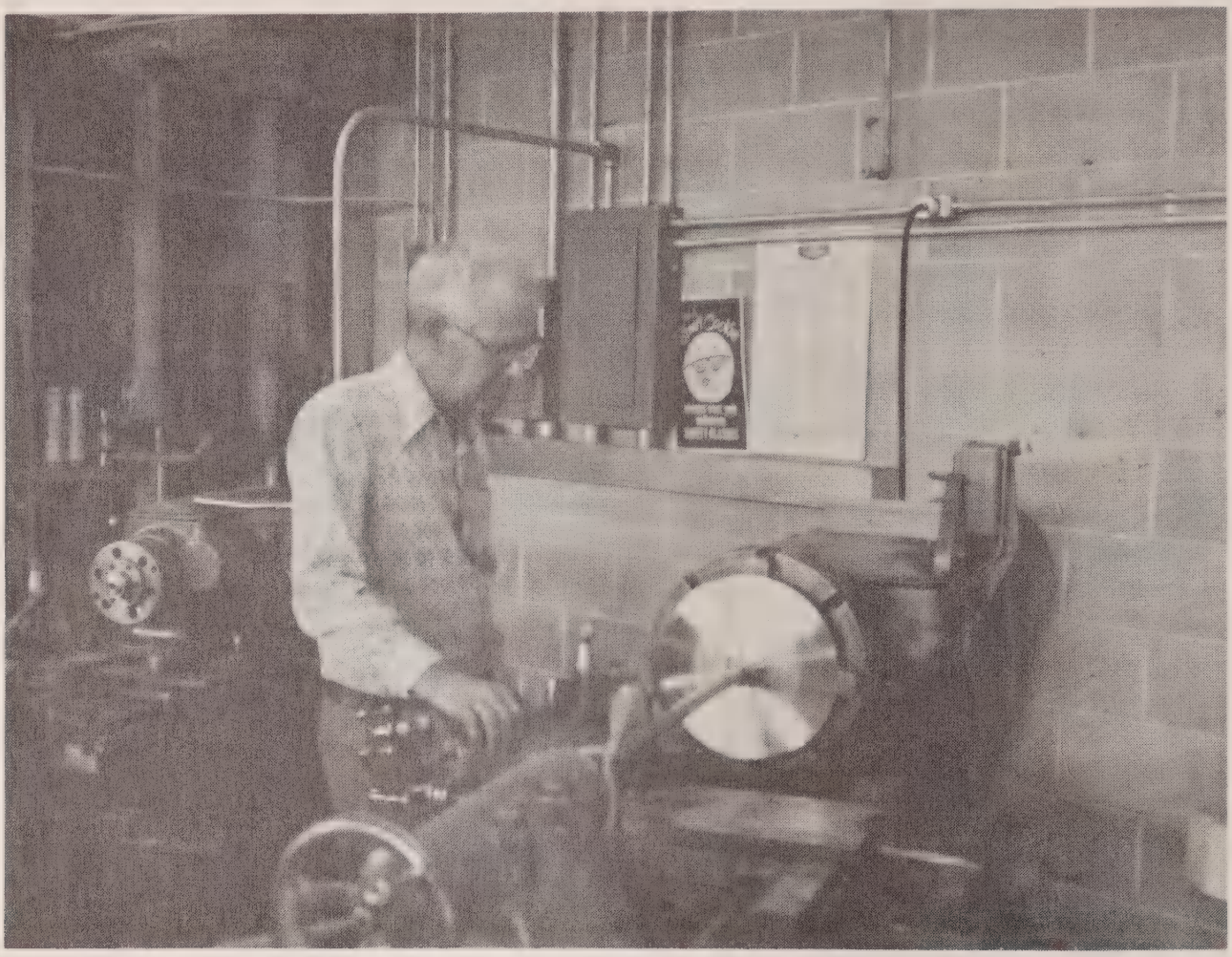
ADMISSION

A Candidate for the Nurses' Assistant Program:

1. Should be at least 18 and not more than 55 years in age, although applicants over 55 who show above average promise will be considered for admission.
2. Should have completed at least four units of high school work, although applicants with less education will be considered on the basis of individual merit.
3. Must submit a transcript of high school and post high school education.
4. Must demonstrate aptitudes for nursing. The applicant is required to take one standardized test to determine overall mental ability.
5. Must submit to the required application forms.
6. Must be in acceptable condition of physical and mental health as determined by prescribed medical and dental examination.
7. Must have a personal interview with designated school representative.
8. Must possess the interest and character appropriate for success as a nurses' assistant.
9. Should like to work with and be able to get along well with people.
10. Should possess manual skills to an acceptable degree.

TIME REQUIRED

The student will spend six hours a day, five days a week, in classroom and ward performance. For the first three weeks, most of the time is spent in the classroom. For the remaining eight weeks of the quarter, the student's time is divided between classroom study and ward performance.

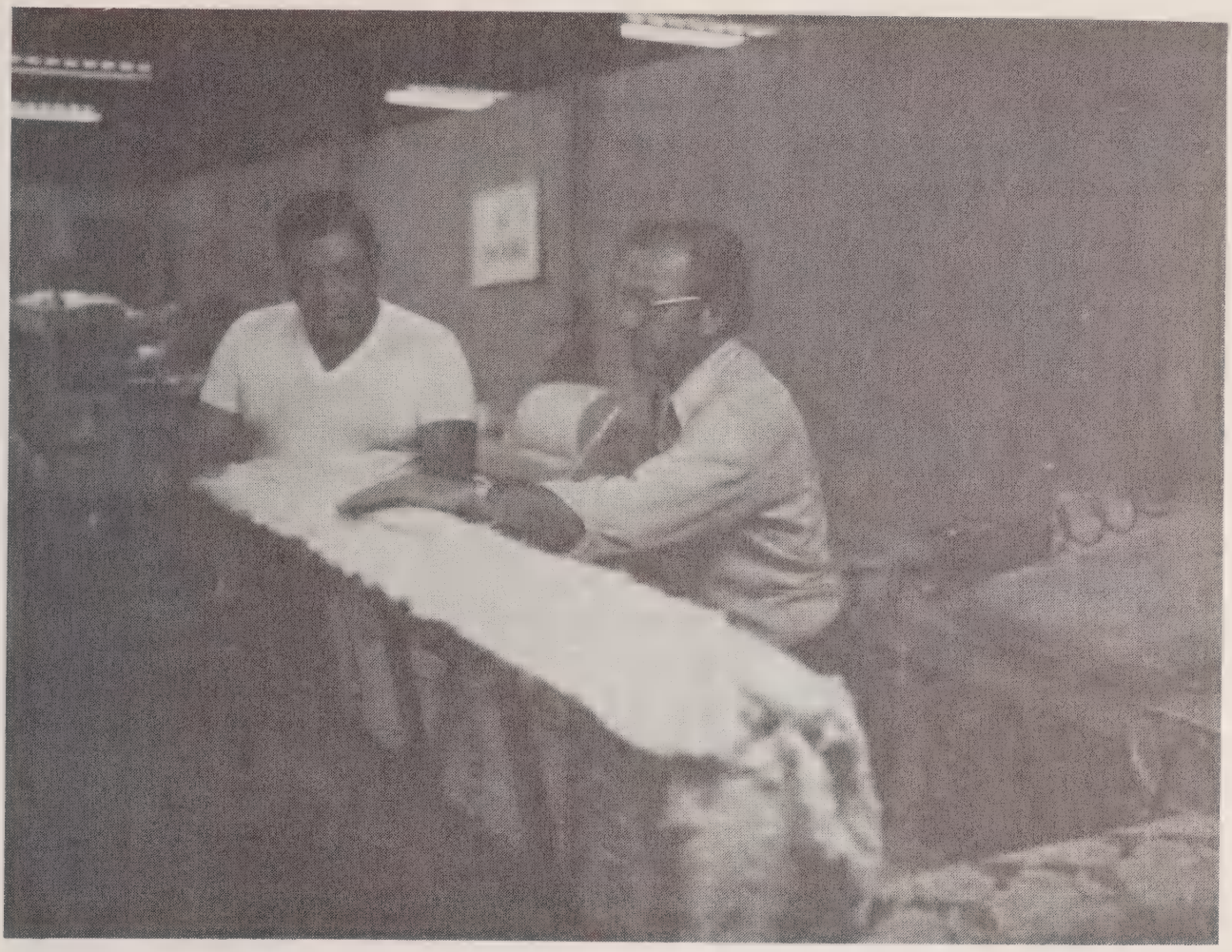


PRACTICAL STRUCTURAL MACHINIST

A structural machinist is a valuable worker in the small metal construction shop. He (or she) can weld with the electric arc, with gases, and with the heliarc welder. He can also operate metal machining tools such as the lathe, the shaper, the horizontal and vertical mills, and the surface grinder. Essentially, the structural machinist is able to construct items from metal which are contracted to a job shop. Instruction includes mostly laboratory work in welding and metal machining. After classroom work in basic safety, metal-working principles and machine operation, students learn by actual practical projects. These projects include repair of broken metal items and construction of new articles ranging from goal posts to simple dies for an arbor press.

A total of 330 classroom hours are required for a full quarter's credit. At the end of one quarter's work, a student can begin work in a job shop with basic welding skills, a basic knowledge of metal characteristics, and basic machine operation skills.

At the end of four quarters' work, a student will be ready for a machinist's apprentice position--or a relatively skilled position in a job shop.



UPHOLSTERING

The technical specialty graduate in upholstering will be prepared to apprentice himself in an upholstering production plant. In the 330 hours session, the upholstering student becomes familiar with the fundamentals of layout, cutting, sewing, knock-up, spring-up, insiding and outsiding. The student develops skills in only two or three of the areas according to his interest and ability.

Each upholstered furniture producer operates its own styles and variations. For that reason, one quarter training will prepare a student to master a particular employer's styles more quickly than his untrained counterpart could. Each graduate will necessarily undergo an orientation-training program in whatever job he accepts.

Training takes place mostly in the laboratory. The student does learn many of the important fundamentals of design and materials in the classroom. His training time, however, is primarily spent on practical construction of furniture. In the practical instruction, a student learns to use the modern tools of the trade. He also learns to work on modern furniture designs.

ADULT HIGH SCHOOL

The Adult High School Diploma Program is operated cooperatively with the Montgomery County Board of Education. Courses of instruction are the basic core courses of any high school curriculum--English, Mathematics, Social Studies, and Natural Sciences. These courses are taught by qualified instructors from the local community. New classes begin around the first of September, February, and June. Graduation exercises are held each August for those who have completed the requirement throughout the year. Credits are given for previous high school courses passed.

An adult who has reached the age of eighteen (18) and not enrolled in public school is eligible to attend high school classes.

Classes are held primarily on the main campus at MTI. Classes are also conducted in any community whenever there is sufficient demand.

An adult may obtain additional information or enroll by one of the following methods: (1) Come by the Institute, (2) Telephone the high school supervisor, or (3) Show up for the announced class.

THE HIGH SCHOOL EQUIVALENCY PROGRAM

GED TEST

What is the High School Equivalency Program?

It is a program whereby an adult who did not complete his high school education may take a series of tests to demonstrate his general educational competence and be awarded a certificate recognized and generally accepted as equivalent to a high school diploma.

Who issues the Equivalency Certificate?

The equivalency certificate is issued by the N. C. State Board of Education and mailed directly to the recipient. The equivalency certificate is not issued by the local board of education or by a high school.

What is the value of a high school equivalency certificate?

The certificate is recognized almost without exception by industry, agencies of the government, employers, colleges, and other organizations and institutions as the legal equivalent of a diploma from an accredited high school. The certificate means that the holder has achieved a level of general educational development comparable to that of high school graduates.

What do the tests cover?

The tests known as tne Test of General Educational Development (GED) are designed to measure a person's knowledge and skill in five areas:

Test one measures ability to use correct and effective English in written expression.

Test two, three and four measure ability to read, understand and interpret material in social studies, natural science, and literature respectively.

Test five measures the ability to solve problems in mathematics.

Where does a person apply for the certificate?

Application forms are available in the office of the local superintendent of schools or at MTI.

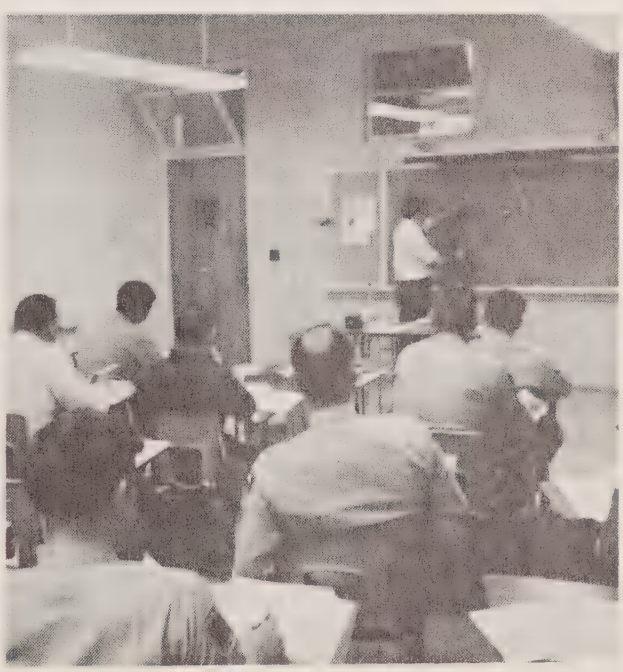
CONTINUING EDUCATION

PURPOSE
PROGRAM AREAS
GENERAL INFORMATION

Admission
Fees
Certificates
Class Locations
Class Formation
Enrollment
Community Services

PROGRAMS

Adult High School Diploma
Adult Basic Education
Occupational Extension Services
General Adult Education
Learning Resources Center



CONTINUING EDUCATION

Purpose

Education is a process that continues throughout an individual's life. The recent rapid developments in technology have made it imperative that individuals make purposeful plans in order that they might keep abreast of these developments both in the societal and physical changes that have taken place. It is the Institute's aim to afford every individual in Montgomery County the opportunity to develop to his fullest potential in whatever areas of vocational and cultural levels that he desires.

PROGRAM AREAS

"Your Imagination Is The Only Limit"

GENERAL INTEREST	OCCUPATIONAL UPGRADING	SPECIAL OCCUPATIONAL
Adult Basic Education	In-plant or In-class Such as:	Supervisory Development
Adult High School		Hospitality Education
Art	Blueprint Reading	Firemanship Education
Sewing	Textile Dyeing	Law Enforcement
Interior Decorating	Auto Tune-up	New & Expanding Industries
Bricklaying	Basic Electricity	
Speed Reading	Air Conditioning & Refrigeration	
Decoupage	Knitter-Fixer Training	
ABC Shorthand	Power Sewing Operator	
	Sewing Machine Fixer	

Other courses are added in direct response to the interests and needs of those we serve.

GENERAL INFORMATION

Admission

Any adult who has reached the age of eighteen (18) and is not enrolled in public school is eligible to enroll.

Fees

A small fee is charged for certain adult education classes. Such fees, when charged, are due and payable at the first class session. Books and supplies are available through the Institute bookstore. When classes meet at community centers, the Institute's bookstore makes it possible for books to be purchased at the community center.

Certificates and Diplomas

Certificates are awarded students meeting requirements for any of the classes and programs for adults. Adult Education High School Diplomas are awarded to adults satisfactorily completing requirements in the High School Program. These diplomas are presented by the local school board of the county or city in which the student resides.

Class Locations

A number of adult classes are held on the Institute campus. Classes are also conducted in any community of the Montgomery Technical Institute service area whenever a sufficient number of students have indicated an interest.

Class Formation

Generally, classes in Continuing Education are established on a demand basis. Different program areas have different requirements for number of students cost, and places to meet. Course offerings will reflect the needs and interests of the citizens. This means that Montgomery Technical Institute counts on its public to request courses. At times, courses will be announced which need additional students. If you desire a course which has not been announced, contact the Extension Department of Montgomery Technical Institute. Your cooperation in recruiting a group of your friends and neighbors for a course is appreciated.

Enrollment

For an adult to enroll in a class, he can follow either of two procedures: (1) Simply show up for an announced class and take a chance on the class being filled, or (2) pre-register by telephone with the secretary to the Director of Extension and assure himself of a place in the class.

Community Services

Montgomery Technical Institute facilities are available for the use of community-based groups. These groups are scheduled at a time which does not conflict with class schedules.

HOSPITALITY EDUCATION

The hospitality industry is the third largest industry in North Carolina and affords many employment opportunities to the people of this state. Training is provided for personnel in the motel, restaurant, service station, hospital, retail businesses and recreation services, including such subject areas as:

Sales Promotion
Food and Beverage Management and Service
Maintenance and Engineering
Front Office Procedure
Service Station Attendant Training

LAW ENFORCEMENT TRAINING

Leaders in law enforcement have felt the need for more nearly uniform training for many years. This program is designed to meet that need in such a way that departments of all sizes can participate. Most such training will be coordinated by the Tri-County Law Enforcement Academy (Our Advisory Committee). Course offerings include: a 60-hour basic Law Enforcement course designed for small departments; a 120-hour basic course for larger departments; and many other specialized courses in the law enforcement technology.

DISTRIBUTIVE OCCUPATIONAL EDUCATION

A continuing need for better trained retail and wholesale personnel is another area in which the Division offers opportunity for training. Some of the subject areas are:

Business Management
Marketing Research
Shop-lifting Prevention
Customer Relations

GENERAL OCCUPATIONAL EDUCATION

In addition to the specialized offerings, M.T.I. can offer a wide variety of occupational preparation and upgrading courses. The limit is simply what people need and want to learn. Of particular significance for Montgomery County Are:

Basic Chemistry for Textiles
Automotive Electrical Systems
Blueprint Reading (for all trades)
Electrical Trouble-Shooting for Heating and Refrigeration
Electrical Code
The Framing Square

This list, however, is only suggestive. Any person desiring some course should call M.T.I. and express the desire. Any industry desiring an up-grading or pre-training course should contact the Director of Extension at M.T.I. Courses will usually be tailormade to the situation. Instructors will be agreed upon by all parties concerned.

NEW AND EXPANDING INDUSTRY TRAINING

Operated in conjunction with the Department of Conservation and Development, this program is intended to encourage new industries to locate and older industries to expand in a particular area. Services offered are:

1. Consultation in determining job descriptions; defining areas of training; and in prescribing appropriate course outlines, training schedules and materials.
2. Selecting and training of instructors. These instructors may be recruited from the company and from outside sources.
3. Payment of instructor's wages for the duration of the training program.
4. Provision of suitable space for a temporary training facility prior to the completion of the new plant, should such temporary space be required. This may be space with Montgomery Technical Institute or leased space in the community.
5. Assumption of installation costs of equipment in the temporary training facility.
6. Payment for one-half the cost of non-salvageable materials expended in the training program.

OCCUPATIONAL EXTENSION SERVICES

The Department of Community Colleges, North Carolina State Board of Education, provides Consultants to its institutions to aid the institutions in occupational upgrading in the community. An Area Consultant in Hospitality Education, Mrs. Alleen Blackwell has headquarters at Montgomery Technical Institute. Please contact us if you are interested in any of the following areas of occupational improvement.

SUPERVISORY DEVELOPMENT TRAINING

This program is designed to provide instruction for supervisors at various levels of management.Subjects include such areas as human relations, communications, job methods, job analysis, time and motion studies, etc.

FIRE SERVICE TRAINING

The growing Piedmont area of North Carolina requires expansion of fire-fighting units and continuous upgrading of fire-fighting personnel. Courses to train fire service personnel in the latest techniques and methods of fire-fighting are provided. The Fire Service Training Program provides training sessions in local fire departments. This allows the men to be trained as an organized group utilizing equipment that they would ordinarily use in controlling fires.

Fire Service classes include the following areas of study and others:

Forcible Entry
Ladder Practices
Salvage and Overhaul Practices
Fire Apparatus Practices
Rescue Practices
Protective Breathing Equipment

GENERAL ADULT EDUCATION

Most adults have areas of specialized interest to them which they would like to pursue further. Whatever the limits of human interests are is the limit of General Adult Education. Courses in Flower Arranging, Interior Decorating, Bricklaying and the Kentucky Rifle Making are some of the most popular. Any adult with an interest who wishes to pursue that interest in an organized manner is encouraged to call MTI and ask for a course.

Other possibilities are:

Adult Driver Education
Art Painting
Upholstery
Ceramics
Speed-Reading
Speed-Writing
Arc-Welding

But, these are only a few.

LEARNING RESOURCES CENTER

A special feature of the division of continuing education at MTI is Learning Resources Center. This center has the capability of teaching people on their own time, at their own speed, in their own interest area without being concerned about how many other people are interested in the same area. Each person is an individual class. Each person teaches himself with the programmed materials available.

Mainly the Learning Resources Center is the method for carrying out the Adult High School Diploma Program. The center does offer, however, instruction to help regular curriculum students to overcome any academic handicaps they may have, to help persons who want to enroll in personal interest courses but are not able to meet regular class schedules, and to prepare high school graduates for entrance into higher learning ventures.

In short, the Learning Resources Center provides a comprehensive adult education program in miniature.